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# FM 19-60

DEPARTMENT OF THE ARMY FIELD MANUAL

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## CONFINEMENT OF MILITARY PRISONERS

RESCINDED

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*HEADQUARTERS, DEPARTMENT OF THE ARMY*  
*NOVEMBER 1961*

CHANGE }  
No. 1 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D. C., 30 August 1965

# CONFINEMENT OF MILITARY PRISONERS

FM 19-60, 7 November 1961, is changed as follows:

1. Remove old pages and insert new pages as indicated below:

| Remove pages— | Insert pages—       |
|---------------|---------------------|
| 1 and 2       | 1 and 2             |
| 3 through 6   | 3 through 6.1       |
| 9 and 10      | 9 and 10            |
| 15 through 17 | 15 through 17       |
| 25 and 26     | 25, 26, and 26.1    |
| 29 and 30     | 29 and 30           |
| 35 and 36     | 35, 36, and 36.1    |
| 43 and 44     | 43, 44, and 44.1    |
| 53 through 67 | 53 through 68.2     |
| 71 and 72     | 71 and 72           |
| 81 through 86 | 81 through 86       |
| 89 and 90     | 89 and 90           |
| None          | 100.1 through 100.4 |
| None          | 102.1               |

2. Make the following pen and ink changes:

- a. Page 28, paragraph 57*d*, line 1, change effect to affect.
- b. Page 31, paragraph 73, line 16, change supervisor to supervision.
- c. Page 33, paragraph 78, line 3, change Code to Article 12, UCMJ.
- d. Page 46, paragraph 99*b*, line 3, delete: and SR 55-150-21.
- e. Page 47, paragraph 100*b* (7), line 5, change exists to exits.
- f. Page 48, paragraph 100*b* (20), line 4, change prisons to prisoners.

3. Paragraphs that have been added, changed, or rescinded are indicated by a bold type star.

4. This transmittal sheet should be filed in the front of the manual for reference purposes.

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
*General, United States Army,*  
*Chief of Staff.*

Official:

J. C. LAMBERT,  
*Major General, United States Army,*  
*The Adjutant General.*

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NG: State AG (3); units—same as active Army except allowance is one copy for each unit.

USAR: Units—same as active Army except allowance is one copy for each unit.

For explanation of abbreviations used, see AR 320-50.

FIELD MANUAL

No. 19-60

HEADQUARTERS,  
DEPARTMENT OF THE ARMY  
WASHINGTON 25, D.C., 7 November 1961

## CONFINEMENT OF MILITARY PRISONERS

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\*This manual supersedes chapter 5, FM 19-5, 7 July 1959.

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# PART ONE

## CONFINEMENT FACILITIES

### CHAPTER 1

#### GENERAL

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#### Section I. INTRODUCTION

#### 1. Purpose and Scope

a. This manual is a guide for military police and other personnel assigned to duty at Army confinement facilities, and for commanders and their staffs concerned with the operation of these facilities.

b. It provides information on the organization, administration, and operation of Army confinement facilities, including the evaluation and correctional treatment of military prisoners. Although designed primarily for stockade operations, this manual also includes general information about other confinement facilities.

c. This manual is applicable to both peacetime and wartime and in nuclear and nonnuclear situations.

★ d. Users of this manual are encouraged to submit recommended changes or comments to improve the manual. Comments should be keyed to the specific page, paragraph, and line of the text in which the change is recommended. Reasons should be provided for each comment to insure understanding and complete evaluation. Comments should be forwarded direct to the Commandant, United States Army Military Police School, ATTN: TLA, Fort Gordon, Georgia 30905.

#### 2. Philosophy

The philosophy of the Department of the Army in the operation of Army confinement facilities is that emphasis will be placed on correction and rehabilitation rather than on punitive measures. This philosophy serves as the standard for Army confinement personnel in implementing all phases of confinement activities.

#### 3. Mission

The mission of organizations assigned to operate Army confinement facilities is to provide for the custody, control, and correctional treatment of prisoners and through the administration of a comprehensive rehabilitation program to prepare those prisoners for successful return to honorable military duty or return to civilian life as more useful citizens.

#### 4. Definitions

Definitions of terms used which are not contained in AR 320-5 or JCS Publication 1 are listed in the glossary of this manual.

##### \*4.1. Correctional Custody

a. Correctional custody is the physical restraint of a person during duty or nonduty hours, or both, imposed under Article 15, UCMJ, and may include extra duties, fatigue duties, or hard labor. Periods of correctional custody in excess of 7 days may be carried out at installation or comparable level under supervision of the provost marshal, using buildings in or contiguous to stockade facilities. **Correctional custody is not confinement. Persons undergoing correctional custody are not prisoners and they are handled separately and in a different manner from prisoners (AR 22-15).**

b. AR 210-181 defines those areas requiring separate or special handling of persons undergoing correctional custody in a stockade. Provost marshals should consider these areas carefully before recommending to their commanders the implementation of correctional custody supervised by confinement personnel within stockade facilities or facilities contiguous to them.

## Section II. RESPONSIBILITIES OF COMMANDERS

### 5. Major Commanders

Commanders of zone of interior armies, heads of technical services, and major oversea commanders are responsible for the administration and operation of confinement facilities within their command jurisdiction with staff supervision exercised by their respective staff provost marshals. However, responsibility for the administration and operation of hospitalized prisoners wards in class II medical activities located on class I installations is discharged as determined by agreement (AR 10-50).

### 6. Installation Commanders

Installation commanders are responsible for the direct administration and operation of stockades and hospitalized prisoners wards within their command jurisdiction. This responsibility is discharged in part through such frequent command visits to these facilities as required to assure that they are administered and operated in accordance with established policies and directives of the Department of the Army and consonant with requirements of the installation.

### 7. Tactical Commanders

Commanders of tactical organizations in the field are directly responsible for the administra-

tion and operation of confinement facilities operated by their organizations. In garrison such commanders participate in the confinement activities of the installation on which their organization is stationed only so far as personnel of their respective organization are directly affected.

### 8. Subordinate Unit Commanders

a. Commanders of subordinate units with personnel confined in stockades or hospitalized prisoners wards are responsible for supporting the confinement policies of the installation so far as they affect personnel of their units. They should visit each prisoner from their respective unit at least once each month in order to assist personnel of the facility in matters relative to the welfare and morale of the prisoner. During these visits they should observe the prisoner and evaluate his attitude as a basis for decision to recommend return to duty or elimination proceedings, if appropriate.

b. During their initial orientation, newly assigned commanders of units should visit the facility and be briefed by the confinement officer on confinement procedures and the correctional treatment program. Such a briefing should emphasize to unit commanders their continuing responsibility to unit personnel who are in confinement.

## Section III. RESPONSIBILITIES OF PROVOST MARSHALS

### 9. The Provost Marshal General

The Provost Marshal General is responsible for Headquarters, Department of the Army, staff supervision of the administration and operation of all Army confinement activities, including—

a. The development, coordination, and implementation of Department of the Army policies and procedures concerning the confinement of military prisoners and related activities of custody, control, and correctional treatment.

b. Furnishing advice and making recommendations, in coordination with the Chief of Engineers, on matters relating to planning,

constructing, or converting structures or areas intended for use as confinement facilities. Advice and recommendations relative to hospitalized prisoners wards are also coordinated with The Surgeon General.

c. Determination of requirements for special equipment for use in confinement operations.

★ d. Coordinating, through the Commanding General, USCONARC, with the U.S. Army Military Police School to—

- (1) Provide courses of instruction to train personnel in the administration and operation of confinement facilities.

- (2) Provide training literature and audio-visual aids to furnish guidance and promote uniformity in the administration and operation of confinement and correctional custody facilities.

*e.* Providing personnel for technical inspections and staff visits to Army confinement facilities throughout the United States Army in order to provide technical advice and assistance to confinement personnel, provost marshal, and commanders on confinement matters, and to evaluate the implementation and effectiveness of policies and procedures established by Headquarters, Department of the Army.

*f.* Furnishing to installation commanders, upon their request, qualified personnel to assist in resolving installation confinement problems.

*g.* Furnishing guidance on the organization and utilization of personnel at Army confinement facilities.

★ *h.* Rescinded.

## 10. Major Command Provost Marshals

Major command provost marshals are responsible for the staff supervision of confinement facilities located within their respective jurisdiction. Their responsibilities include—

*a.* Advising the commander as to Department of the Army policies and procedures affecting military prisoners.

*b.* Planning, in coordination with other staff members, all aspects of the confinement policies within the command.

*c.* Performing periodic staff visits to confinement facilities of the command to assure that policies and procedures affecting military prisoners are being properly implemented.

*d.* Assisting installation provost marshals in problems relating to confinement.

## 11. Installation Provost Marshals

Installation provost marshals are responsible for staff supervision of the operation and administration of stockades and hospitalized prisoners wards located on the installation. They supervise the implementation of all regulations pertaining to the administration of such con-

finement facilities. Their responsibilities normally are—

*a.* Through personal knowledge of approved policy and doctrine, provide guidance and assistance to the confinement officer and his staff in interpreting and implementing Headquarters, Department of the Army programs.

*b.* To conduct weekly inspections of the confinement facilities in the company of a medical officer.

*c.* To accomplish, at least once each month, a detailed inspection of all installation confinement activities. Their inspection reports should be forwarded to the installation commander and should include recommendations and/or actions taken to correct all deficiencies and irregularities.

*d.* To determine by inspection and observation that personnel assigned to the confinement facility are qualified in their duties.

*e.* To review periodically the program of training for custodial personnel.

★ *f.* To review the prisoner employment and retraining programs periodically to insure compliance with applicable regulations, and where necessary, assist the confinement officer by obtaining work projects for prisoners from other elements of the command.

*g.* To assist the confinement officer in the implementation of emergency plans.

*h.* To assist the confinement officer in obtaining necessary personnel, equipment, and supplies for operating the facility.

*i.* To maintain liaison and coordination with other staff members of the installation.

## 12. Tactical Organization Provost Marshals

*a.* Provost marshals of tactical organizations exercise staff supervision over confinement facilities established by the organization when in the field.

*b.* When in garrison and when confinement facilities are provided by the installation on which the tactical organization is stationed, tactical organization provost marshals advise their commanders and staffs on current policies and procedures pertaining to prisoners. They maintain liaison with installation provost



marshals to provide assistance as may be required. Examples of such assistance are: Aiding in the execution of emergency plans and

the training of personnel of their organizations who may be detailed for duty with the installation confinement facility.

## Section IV. RESPONSIBILITIES OF OTHER STAFF MEMBERS

### 13. General

The duties and responsibilities of members of a commander's staff are enumerated in FM 101-5. However, the staff members referred to in the following paragraphs have specific responsibilities relative to installation confinement activities which directly affect confinement facility operations and the correctional treatment process.

### 14. Adjutant General

The adjutant general and others concerned with personnel actions are responsible for the processing of recommendations for the administrative elimination of prisoners from the service in accordance with AR 635-208 and AR 635-209 and contribute advice to the confinement officer and the unit commander concerned relative to processing these recommendations.

### 15. Chaplain

The chaplain's ministry to the spiritual and moral welfare of prisoners normally includes—

*a. Worship Services.* Worship services should be held in the confinement facility chapel. Experience has indicated that it is inadvisable to escort prisoners under guard to post, camp, or station chapels for worship services as it may represent hazards to other worshippers and embarrassment to the prisoners.

*b. Chaplain-Sponsored Activities.* Within the confinement facility, participation by prisoners in chaplain-sponsored activities, such as choirs, group discussions, and welfare operations, should be encouraged.

*c. Counseling.* The chaplain's work in both individual and group counseling is an essential phase of correctional treatment. He is a trained counselor in religious, personal, and social matters, and is frequently able to establish a mutual understanding with individual pris-

oners more rapidly and effectively than other personnel.

*d. Character Guidance.* The character guidance program (FM 16-100) lies squarely in the field of human relations. In enlisting strength of character in support of the military mission it is a moral management tool for the Army commander. Application of this program should be especially effective for the confinement facility officer. Periodic training periods in the scheduled ethical and social topics (AR 600-30) may well lead prisoners to rehabilitating thought processes and provide stepping stones for more dynamic individual and group counseling.

### \*16. Inspector General

The inspector general may assist the confinement officer by investigating and making recommendations regarding complaints, allegations, and charges of prisoners. Such actions frequently provide a basis for corrective action as well as to deter or preclude unfounded allegations. Both the provost marshal and the confinement officer should establish close liaison with the inspector general. At times, it will be desirable to have investigations of incidents occurring in confinement facilities conducted by an agency other than one under supervision of the provost marshal. In such cases the confinement officer should initiate requests to the provost marshal for investigations by the inspector general.

### 17. Staff Judge Advocate

The staff judge advocate, through processing and handling of military justice and legal matters pertaining to prisoners, has a major role in the correctional treatment of prisoners and the administrative activities of confinement facilities. One of the significant factors affecting prisoners' morale is the uncertainty which they may have concerning the status of their cases or sentences, or other pending legal matters.

## 18. Surgeon

*a.* The surgeon aids the confinement program of the command by providing the services of medical personnel, including psychiatrists, psychologists, and social workers, for the professional evaluation and correctional treatment of prisoners. Specifically, the surgeon provides officers—

- (1) Of the Mental Hygiene Consultation Service to assist in the professional evaluation of prisoners, especially those who manifest difficulty in their adjustment to confinement. They render guidance on individual and group correctional treatment. They also aid in training custodial and security personnel to recognize symptoms of abnormal behavior, to report such behavior, and to realize the limitations to be placed on the counseling of prisoners by custodial personnel.
- (2) For the examination and treatment of prisoners at sick call.
- (3) To assist the provost marshal in an inspection of the entire confinement facility at least once each week.

- (4) To inspect each prisoner in close confinement daily and to examine and sample portions of restricted diets.
- (5) To accomplish the medical examination of newly confined prisoners and prisoners being placed in disciplinary segregation.

*b.* The surgeon coordinates the operation of the hospitalized prisoners ward and the medical examination and treatment of prisoners with the provost marshal and confinement officer to insure that the required custodial and control measures are compatible with medical requirements.

## 19. Technical Service Representatives

Technical service representatives aid in the training and employment programs of a confinement facility by providing opportunities for constructive work programs beneficial to the prisoners' mental and physical well-being. Such programs supervised by technical service personnel may include skilled tasks required in the maintenance and operation of the installation and permit on-the-job and MOS training of prisoners in their own and other military specialties.

## CHAPTER 2

### FACILITIES AND EQUIPMENT

#### Section I. STOCKADES

#### 20. Planning and Construction

*a.* The facilities required for permanent and temporary stockades are basically similar. They include buildings for the administration of the stockades and the housing of prisoners, areas for training and recreation, and means for making the buildings and areas secure against escape.

*b.* The prisoner capacity of a stockade being planned for construction is normally based on one percent of the troop strength of the area to be served by the stockade.

*c.* The planning and construction of a permanent stockade (fig. 1) or a temporary stockade (fig. 2) are accomplished according to the provisions of AR 210-181.

#### 21. Location

The location and site of stockades should be selected based upon the requirements contained in AR 210-181.

#### 22. Space Allotment

The space allotted for confinement areas in which prisoners are quartered is designated on the basis prescribed in AR 210-181 and AR 415-31.

#### 23. Buildings

Buildings should be constructed and arranged to provide for adequate control and safety of prisoners. The following facilities are peculiar to a stockade:

*a. Cells and Compartments.* The minimum requirements for cells and compartments are prescribed in AR 210-181.

*b. Fire Protection Devices.* If the buildings used for administrative and disciplinary segregation are of combustible construction, fire protection devices are installed according to the provisions of AR 420-90. The combustibility of buildings should be determined by the post engineer.

*c. Locking Devices.* The Chief of Engineers

determines standards for locking devices which meet the requirements of The Provost Marshal General.

- (1) In buildings used for the confinement of prisoners, manually operated, limited gang-locking devices, which permit the opening or closing of all cells simultaneously, are installed on each line of three or more cells in combustible buildings. Manually operated, gang-locking devices, which permit the opening or closing of all cells simultaneously, are installed on each line of six or more cells in non-combustible buildings.
- (2) Heavy prison-type locks are installed on exit and corridor doors which are not connected with gang-locking devices. Ordinary locks, asylum or hospital deadlocks, padlocks, and other lightweight locks in the builders hardware class are not authorized for installation on doors to confinement cells (AR 420-70).

#### 24. Interior Facilities

The interior facilities required for stockades are prescribed in AR 210-181. In addition, prisoner workshop facilities should be provided in stockades large enough to accommodate them. Such workshops will provide constructive training and employment for the prisoners as well as assisting in the installation maintenance program.

The facilities may include—

- a.* Canvas repair shops.
- b.* Furniture repair shops.
- c.* Carpenter shops.
- d.* Metal shops.
- e.* Athletic equipment repair shops.
- f.* Packing and crating activities.
- g.* Other related activities.

#### 25. Exterior Facilities

The required exterior facilities are listed in AR 210-181.

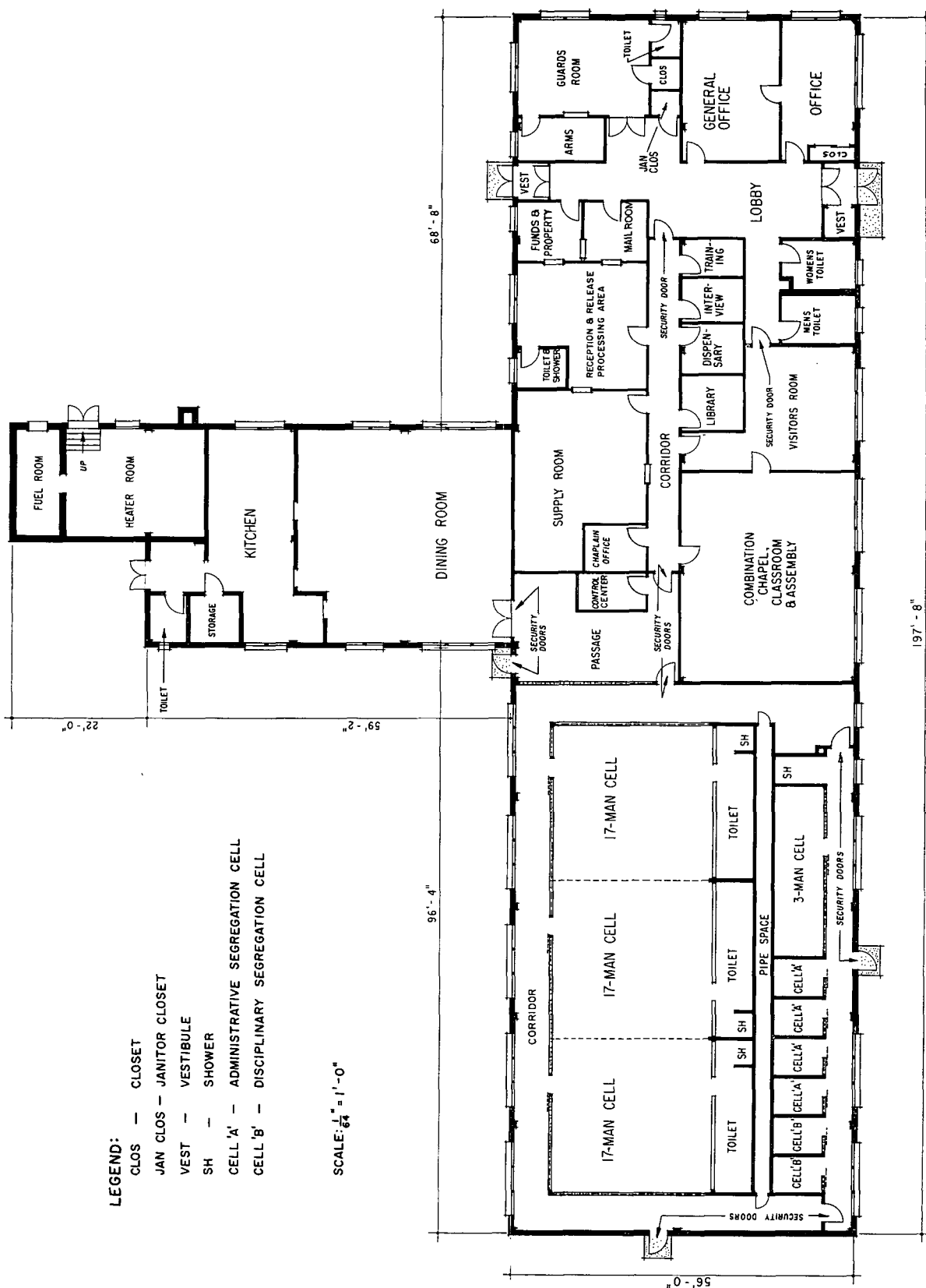


Figure 1. Floorplan of a permanent-type stockade.



Figure 2. Temporary-type stockade.

## Section II. FIELD STOCKADES

### 26. Facilities and Equipment

a. Field stockades are of a temporary nature and are established by division, corps, and army, as required. It is advisable to utilize existing permanent-type buildings. If permanent structures are not available, only that amount of new construction required for the temporary custody, control, and administration of prisoners should be accomplished. If tentage is used, it should not be smaller than the general purpose medium tent (fig. 3).

b. Plans for establishing a field stockade should include the following list of equipment and supplies which represents minimum requirements:

- (1) Barbed wire—roll.
- (2) Barbed wire—concertina.
- (3) Fence posts.
- (4) Gates and doors.
- (5) Floodlights and spotlights, complete with wiring.

- (6) Emergency generator.
- (7) Mess equipment and equipment for cleaning mess gear.
- (8) Water cans and/or lister bag.
- (9) Typewriters.
- (10) First aid equipment and supplies.
- (11) Spare clothing and bedding.

### 27. Confinement During Tactical Situations

a. In tactical situations, an individual is usually confined only when it is imperative that he be placed in custody for his protection, for the protection of others, or when requirements of the service dictate. If he is placed in custody, he should be evacuated to a rear area as expeditiously as possible.

b. Policies and procedures pertaining to the care and treatment of prisoners and to safeguarding their personal effects are applicable to field stockades to the same extent as they are to other Army confinement facilities.

## Section III. EQUIPMENT

### 28. Required Equipment

The following equipment required by AR 210-181 is needed for the efficient administration and operation of the stockade:

- a. Alarm system.
- b. Fire protection devices.
- c. Locking devices.
- d. Communications equipment.
- e. Fingerprint equipment.
- f. Photographic equipment.
- g. Tools, required for use in the prisoner employment program.
- h. Chapel materials.
- i. Recreational equipment.
- j. Bulletin boards, required for guard personnel and for prisoners.

### 29. Firearms and Riot Control Agents

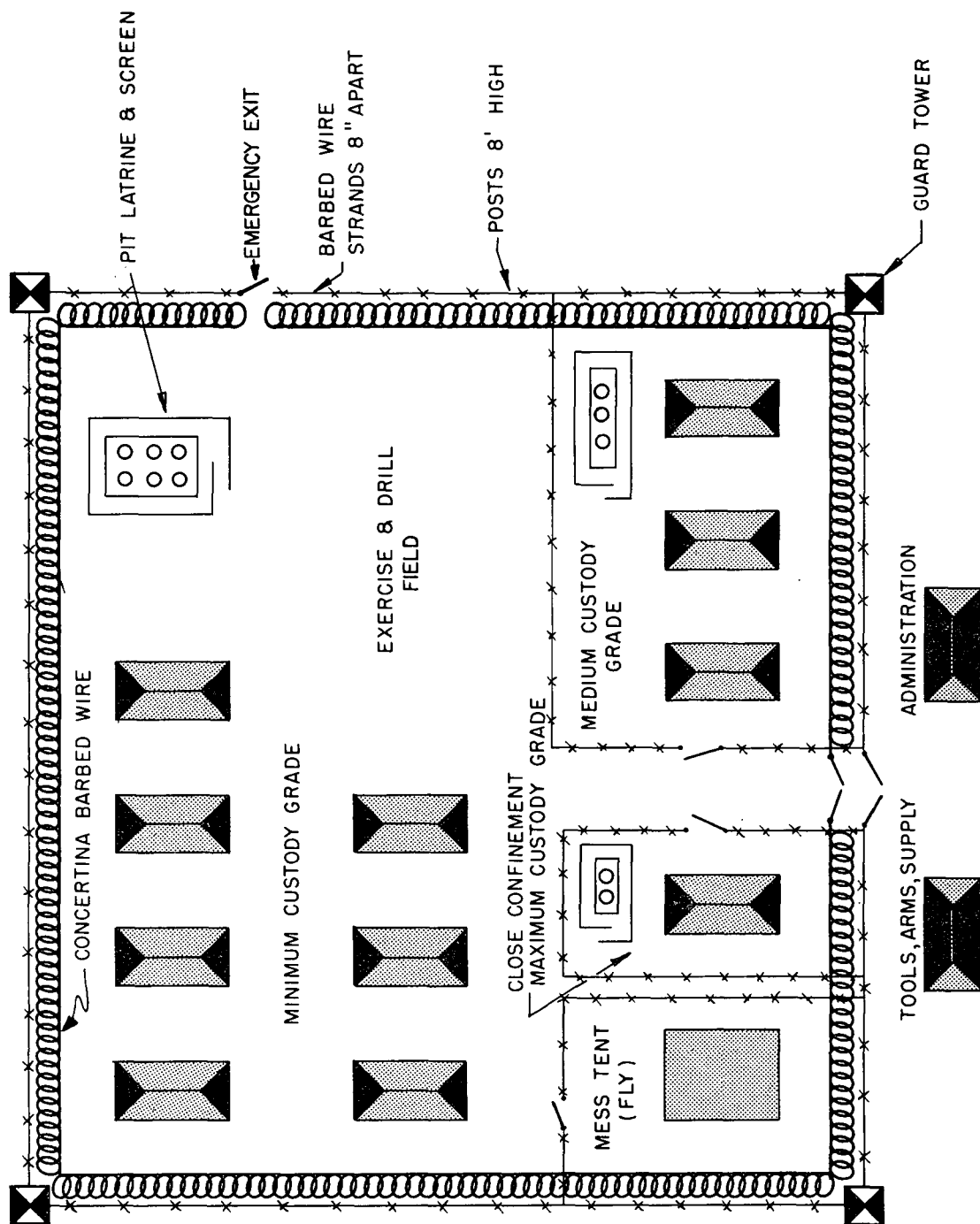
a. *Firearms.* In selecting firearms for use by prisoner guards, consider the characteristics of the areas in which prisoners are to be under armed guard. The following weapons are normally authorized for guards:

- (1) *Shotgun.* The shotgun is used when

guarding prisoners on employment details (app. II). The large bore and wide shot pattern of this weapon tend to discourage escape attempts. *This weapon should not be used in guard towers except under unusual circumstances.*

- (2) *Pistol.* The .45-caliber pistol is most commonly used when guarding prisoners employed inside a building, in a confined area, on vehicles, or when prisoners are being transported on public conveyances.
- (3) *Rifle.* The rifle is used when performing guard duty in guard towers and on fixed posts where the zone of fire can be limited to insure that hazards are not created for persons other than those at whom the fire is directed.

★ b. *Riot Control Agents.* An adequate supply of riot control agents, riot control agent grenades, riot control agent dispersers and protective masks should be maintained for use in emergencies.



**LEGEND:**

TENT, GENERAL PURPOSE,  
MEDIUM



Figure 3. Field stockade.





## CHAPTER 3

### ORGANIZATION AND PERSONNEL

#### Section I. ORGANIZATION

### 30. Basis of Organization

The organization of a stockade and the number of personnel permanently assigned to it depend upon the unit TOE or TD (as determined by Department of the Army yardsticks), as appropriate, based on the functions and services required by its confinement mission.

### 31. Stockade Organization

A suggested stockade organization consists of the following branches: Reception and release, custodial, correctional treatment, administrative, supply, and mess (fig. 4). This organization may be modified to meet local conditions; however, all of the functions represented in the suggested organization should be provided in the modified organization.

*a. Reception and Release Branch.* This branch accomplishes procedures necessary for the reception and release of prisoners. It consists of a processing section, a prisoners' property and fund section, and a postal section.

- (1) *Processing section.* This section accomplishes the administrative processing of prisoners upon their confinement, release, or transfer.
- (2) *Prisoners' property and fund section.* This section accounts for and safeguards each prisoner's personal property and funds.
- (3) *Postal section.* This section provides postal services for prisoners. It maintains appropriate forms and records, maintains prisoners' stamp accounts, and inspects mail and packages.

*b. Custodial Branch.* This branch exercises custody and control of prisoners and supervises custodial personnel and prisoner guards. The guard commander, who is assigned to this branch, instructs, posts, supervises, and relieves guard personnel. The branch consist of the following sections:

- (1) *Tower section.* This section, consisting of tower and perimeter guards, guards

the perimeter of the stockade. These personnel are responsible for preventing escapes and providing alarms in the event of fires, disorder, or other emergencies.

- (2) *Cell block section.* This section, consisting of cell block and compound guards, exercises custody and control of prisoners in such areas as close confinement cell blocks, prisoner barracks or congregate cells, hospitalized prisoners wards, prisoner messhalls, visitors' rooms, and exercise yards. These personnel are also responsible for searching prisoners within the assigned areas of responsibility.
- (3) *Turnkey section.* This section, consisting of turnkeys and gate guards, exercises custody and control of prisoners at main gates, vehicle gates, sally ports, and entrances to cell blocks and hospitalized prisoners wards. These personnel control the circulation of individuals; conduct searches; insure that gates, locks and similar equipment at each post are secure and operable; and perform other related functions.
- (4) *Prisoner guard section.* This section, consisting of prisoner guards, exercises custody and control of prisoners when they are outside the stockade. These personnel escort prisoners as appropriate when they are outside the stockade and supervise their labor on employment details.

*c. Correctional Treatment Branch.* This branch coordinates the employment and training programs and correctional treatment of prisoners, counsels prisoners, compiles data on each prisoner for evaluation by the confinement officer, and develops an integrated employment-training program for each prisoner. It consists of the following sections:

- (1) *Training section.* This section plans, coordinates, and implements the prisoner

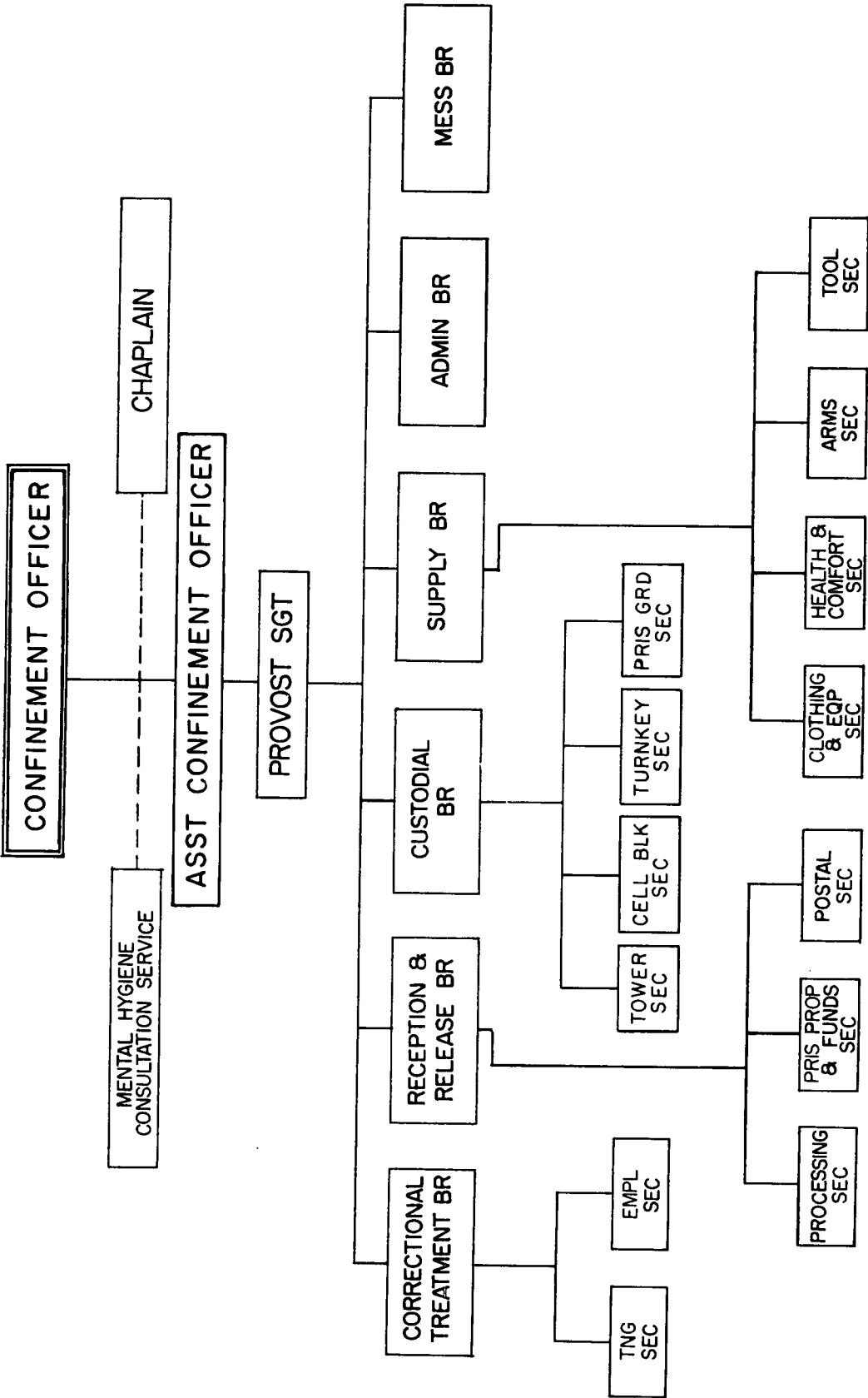


Figure 4. A suggested stockade organization.

training program. It prepares training programs and schedules, procures and maintains training aids, and fulfills other related training requirements.

- (2) *Employment section.* This section administers the prisoner employment program. It coordinates with the custodial branch the supervision of prisoner employment activities and the prisoner guards involved.

*d. Administrative Branch.* This branch is responsible for the general administrative requirements of the stockade. It performs such functions as the maintenance and disposition of prisoners' 201 files and stockade files, records, and reports.

*e. Supply Branch.* This branch provides supply services required in the operation of the stockade. It accomplishes the procurement, storage, safeguarding, maintenance, and issuance of, and accounting for, supplies, clothing, and equipment required by the stockade and the prisoners. Normally, this branch consists of the following sections:

- (1) Clothing and equipment.
- (2) Health and comfort.
- (3) Arms.
- (4) Tools.

*f. Mess Branch.* This branch provides food services for prisoners and other personnel authorized to mess at the stockade. It also prepares restricted diets and maintains appropriate records.

## **32. Stockades With a Prisoner Population of 25 or Less**

*a. General.* If the prisoner population of a stockade has been reduced to 25 or less, or the

size, location, or troop strength of the installation does not warrant a stockade with a larger prisoner capacity, plans and procedures should be modified to minimize the number of custodial personnel and other troops engaged in confinement duties.

*b. Operational Procedures.* The following procedures should be considered when the normal prisoner population of a stockade does not exceed 25:

- (1) Coordinate and maintain liaison with commanders of other Army or Air Force installations with a view toward consolidating the prisoner population with those of other stockades which may permit the closing of one or more stockades.
- (2) Determine the necessity for maintaining a full-time confinement officer, especially if the stockade staff includes highly qualified noncommissioned officers.
- (3) Eliminate or reduce the number of tower and other guards whenever feasible. It may be feasible to allow one tower guard to observe the area normally covered by two tower guards or to eliminate all tower guards during daylight hours.
- (4) Combine the duties of custodial personnel whenever practicable.
- (5) Establish a training program which permits the consolidation of prisoner training with that of local troop units, or return prisoners to their parent organizations for training.
- (6) Arrange for the local military police unit to assume responsibility for stockade supply functions.

## **Section II. PERSONNEL**

### **33. General**

★ The assignment of personnel to duty at stockades is in accordance with TOE 19-316D, TOE 19-500D, TOE 29-500D, tables of distribution, and/or Department of the Army man-

power authorization criteria. TOE 19-500D, which is a cellular-type TOE, has provisions for various sizes and types of stockade teams although it does not provide for Mess Teams or Automotive Maintenance Teams. These may

be obtained from TOE 29-500, TOE 19-500 may be used to supplement other TOE units when required.

a. Personnel assigned or attached to a stockade come into close contact with prisoners who may be emotionally unstable; therefore, individuals selected for this type of duty should be mature, stable, and experienced in leadership and discipline.

b. Circumstances at stockades may require that some personnel be attached for duty. In this event, they should be attached for a minimum of 1 month. These personnel are normally used as tower or prisoner guards. They must be trained in their basic weapon. In addition, they must have received familiarization training with the weapons which they will use while on this duty.

### 34. Confinement Personnel

The following confinement personnel, as prescribed by AR 210-181, are included within the assigned strength of each stockade:

a. Officers of the Military Police Corps as confinement officer and assistant confinement officer.

b. A provost sergeant.

c. Guard supervisors.

d. Assistant guard supervisors.

e. Guard commanders for each guard relief.

f. Cell block and compound guards.

g. Turnkeys and gate guards.

h. Administrative, mess, training, and supply personnel.

### 35. Responsibilities of Key Personnel

a. *Confinement Officer.* The confinement officer is responsible for the administration and operation of the stockade and the confinement aspects of the hospitalized prisoners ward. His major responsibilities include, but are not limited to—

- (1) Command of personnel assigned or detailed to the stockade during their duty hours.
- (2) Custody, control, administration, and correctional treatment of prisoners.
- (3) Safeguarding and disposition of prisoners' personal property and funds.

(4) Providing for the employment and training of prisoners.

(5) Providing for the training of personnel assigned or attached to the stockade.

(6) Coordination and liaison with unit commanders to obtain their assistance in the rehabilitation and training of prisoners who may be returned to duty.

(7) Coordination, liaison, and mutual assistance to command staff members relative to the installation confinement program.

b. *Assistant Confinement Officer.* The assistant confinement officer is normally responsible for the operation of the custodial and correctional treatment branches of the stockade. He also acts as the confinement officer in the latter's absence.

c. *Provost Sergeant.* The provost sergeant is the senior noncommissioned officer assigned to a stockade. He assists the confinement officer in the administration and operation of the stockade, particularly in the—

- (1) General supervision of assigned or detailed enlisted personnel.
- (2) Administration of the stockade and enforcement of pertinent regulations.
- (3) General supervision of prisoner employment assignments.
- (4) Reporting of incidents which affect the custody or morale of prisoners.
- (5) Daily checking of control measures within the stockade and hospitalized prisoners ward.

### \*36. Criteria for Selection of Enlisted Personnel

a. Criteria which personnel assigned for duty to a stockade must meet in Military Occupational Specialities 951, Military Policeman and 952, Confinement Supervisor are prescribed in AR 611-201. It is desirable that detailed personnel meet these criteria whenever possible.

b. It is desirable that personnel have 2 years of active duty prior to assignment, or have po-

lice or confinement experience from a civilian occupation held prior to military service.

### 37. Training

*a.* The specialized nature of duty at stockades requires that assigned or attached personnel be specially trained in the custody, control, and correctional treatment of prisoners. Each member of the stockade staff should be fully trained in his own job and trained as an understudy in other key positions. Further, he should understand the philosophy of confinement and his responsibilities in implementing it. Selected personnel should be sent to service and/or civilian schools to further their knowledge of confinement operations.

★ *b.* A formal, continual training program should be established for assigned personnel. A suggested training schedule is attached as appendix IV.

★ *c.* Personnel assigned and/or detailed to guard duties at a stockade should receive special training in accordance with paragraph 37*b*, AR 210-181. Where appropriate such training should be developed in order to enable guard personnel to better understand human behavior.

★ *d.* Training programs must be progressive in order to satisfy the requirements of confinement personnel based on their experience, position, and rank or grade. They must utilize a multi-disciplinary approach, or one which treats subjects from all or several of the disci-

plines or study areas concerning them, e.g. a study of human behavior should include, as a minimum, the effects of biological, psychological, and sociological factors on its development. A study of prisoner programs should include discussions of prisoners' interests and abilities, and institutional needs and capabilities versus an ideal program. The mental hygiene consultation service, the chaplain, the education division, and other staff agencies may be requested to provide assistance in the planning, preparation, and administration of this training.

★ *e.* Commanders responsible for the operation of confinement facilities will insure that assigned and detailed personnel are properly trained to perform their duties. Confinement officers and provost marshals should continually strive to develop expertise through on-the-job supervision and recommendations to appropriate commanders.

### 38. Confinement Specialist Career Program

The Military Police Confinement Specialist Career Program permits qualified, selected enlisted personnel to advance from grade E-3 to grade E-9 through a progression of on-the-job and service or civilian school training and experience. In this program, selected individuals who have demonstrated the desire and the aptitude for this type of work are assigned to duties in which their skills and experience can be utilized to the best advantage of the service.



## PART TWO

### CONFINEMENT FACILITY OPERATIONS

#### CHAPTER 4

#### ADMINISTRATION

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#### Section I. GENERAL

### 39. Legal Considerations

Any person subject to the Code charged with an offense under the Code shall be ordered into arrest or confinement, for probable cause, as circumstances may require; but when charged only with an offense normally tried by summary court-martial, an accused ordinarily is not placed in confinement. (UCMJ, Articles 9, 10).

### 40. Order of Confinement

*a.* A prisoner is accepted for confinement in a stockade only on receipt of—

- (1) A court-martial order issued by the convening authority directing the sentence into execution.
- (2) A written statement of the offense charged or a confinement order issued—
  - (*a.*) For officers and warrant officers, by the officer with the power to convene a summary court-martial and to whose authority the individual is subject, or by an officer commanding a post, camp, station, or other place where members of the Armed Forces are on duty.
  - (*b.*) For enlisted personnel prior to trial by courts-martial by—
    1. Any commissioned officer who has knowledge of the facts of the offense.
    2. Any warrant officer or noncommissioned officer to whom a commanding officer has delegated authority to order enlisted personnel of his command, or subject to his authority, into confinement.
  - (*c.*) For enlisted personnel subsequent to trial by courts-martial by a commanding officer to whose authority the person is subject if he has *not* been in a confined status. (The “result of trial” issued by the trial counsel of the

court does *not* constitute an authority for confinement.)

*b.* A new confinement order is not necessary after the trial to reconfine a person who was permitted to leave the confinement facility to attend the trial while in the status of a confined person.

*c.* If a written statement or a confinement order is the authority for confinement, it should contain the following data on the prisoner:

- (1) Name.
- (2) Service number, if applicable.
- (3) Grade.
- (4) Organization.
- (5) Offense charged. (This should be a concise *explanation* of the offense with which the individual is charged. It should not merely cite the article of the Code which is applicable.)
- (6) Signature of the officer ordering the person into confinement.

*d.* When a prisoner is sent to a class II installation or activity under the jurisdiction of The Surgeon General for medical observation or treatment, the travel order directing the prisoner's travel is sufficient authority for his admission to the hospitalized prisoners ward and, upon his release, for his return to his designated place of confinement. The travel order should also indicate the prisoner's status and custody classification.

### 41. Reciprocal Confinement

For economy and more efficient administration there is agreement among the services that, at the option of local commanders, prisoners of their respective services may be confined in confinement facilities operated by the other services. The same legal considerations and procedural steps required to confine an Army prisoner are required when members of the other services are confined in Army confinement facilities.

## 42. Administrative Personnel

*a.* Administrative personnel are expected to exemplify superior soldiers in their appearance, courtesy, conduct, and performance of duties. They are usually the first persons a prisoner contacts when he is admitted to a stockade, and their actions are interpreted as reflecting the efficiency

and attitude of the stockade staff and create lasting impressions on the prisoner.

*b.* Administrative personnel must be constantly vigilant to protect the rights of the prisoners and to avoid acts leading to valid legal complaints against the installation commander or Department of the Army. They must understand the requirements for processing, records, and reports, and accomplish these tasks with extreme care.

## Section II. ADMISSION PROCEDURES

### 43. General

*a.* The confinement officer must insure that all personnel assigned to the duty of processing incoming prisoners are thoroughly qualified and temperamentally suited for handling newly arrived prisoners. He should develop and supervise an effective sequence for the reception and processing of prisoners. Selected individuals who are authorized to accept and receipt for incoming prisoners should be designated by the confinement officer in writing.

*b.* Frequently the maximum impact of confinement is felt by prisoners in the admission and reception stages. The prisoners' attitudes are greatly influenced by the manner in which they are admitted into confinement. Accurate information must be freely and helpfully given in an effort to create an impression which will favorably affect the prisoners' future conduct and adjustment to confinement. The prisoners should be informed that discipline will be strict but will be fairly and impartially administered at all times; that strict obedience to orders and commands will be required at all times. Processing of prisoners should be accomplished in an orderly, rapid, and efficient manner.

*c.* Newly confined prisoners are segregated from the main prisoner group while undergoing admission processing. This procedure permits the timely detection of contagious diseases; assists the prisoner in his transition and orientation to life in a stockade; and permits initial interviewing, counseling, and study of the prisoner before he comes into contact with other prisoners.

### 44. Actions To Be Taken on Confinement

The following actions should be performed, preferably in the sequence in which listed, when a prisoner is presented for confinement:

*a.* Before the prisoner is admitted into confinement, the confinement officer or his authorized representative—

- (1) Checks the order of confinement to determine if it is correct, contains the required data, and has been properly authenticated.
- (2) Checks the person's identity, and verifies that the individual is the one to whom the order of confinement applies by questioning him as to his identity, checking his identification card, or both. If there is any reasonable doubt that the person is the one to whom the order of confinement applies, positive identification should be accomplished as soon as possible. Identification may be established on the basis of fingerprint identification forwarded through The Adjutant General to the Federal Bureau of Investigation.
- (3) Receipts for the person's custody on a duplicate copy of the confinement authorization. The receipted copy is then given to the individual escorting the person to be confined. If a duplicate copy is not available, a receipt is prepared which includes the data contained in the receipt portion of a confinement order.
- (4) Performs a frisk search of the prisoner (par. 90*d*).

*b.* When the prisoner is admitted to the stockade, he is escorted immediately to the reception and release processing area (fig. 5). He is then processed in the following manner:

- (1) Instruct the prisoner to deposit his personal property and valuables, clothing, and equipment, including items worn or



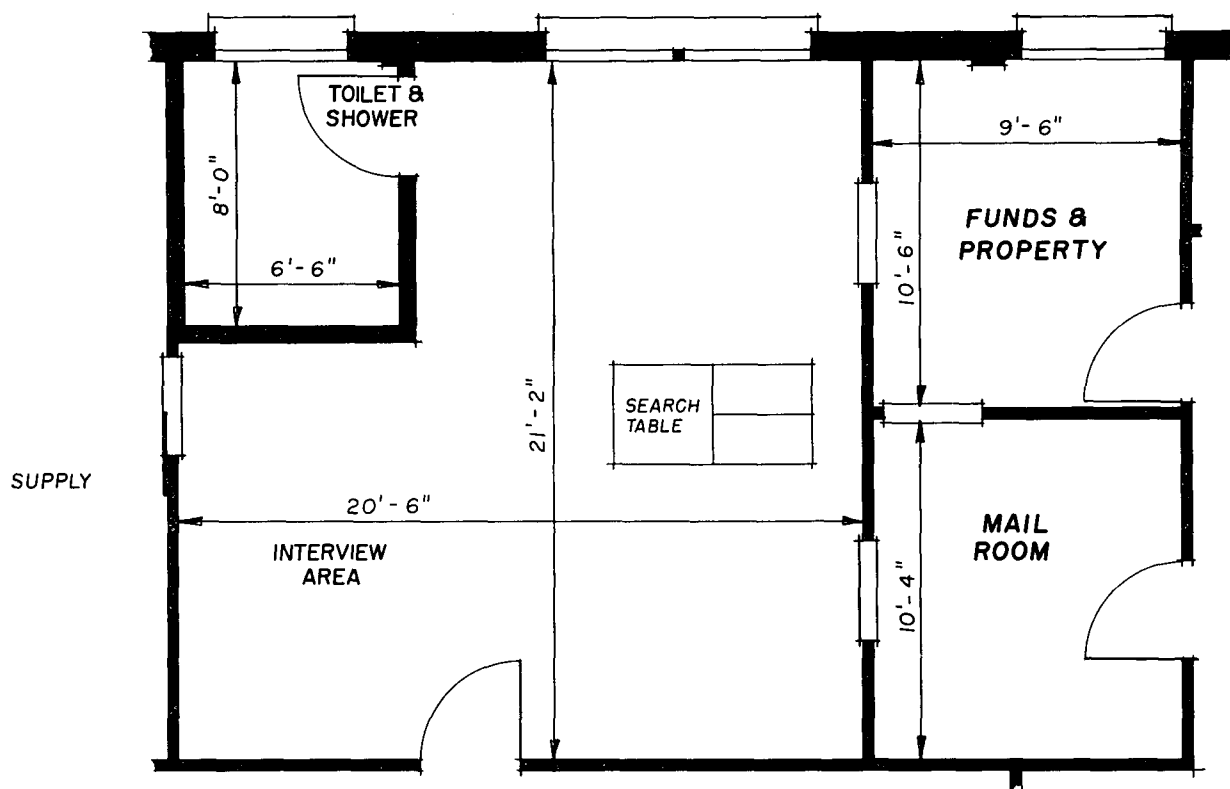


Figure 5. Floorplan of reception and release processing area.

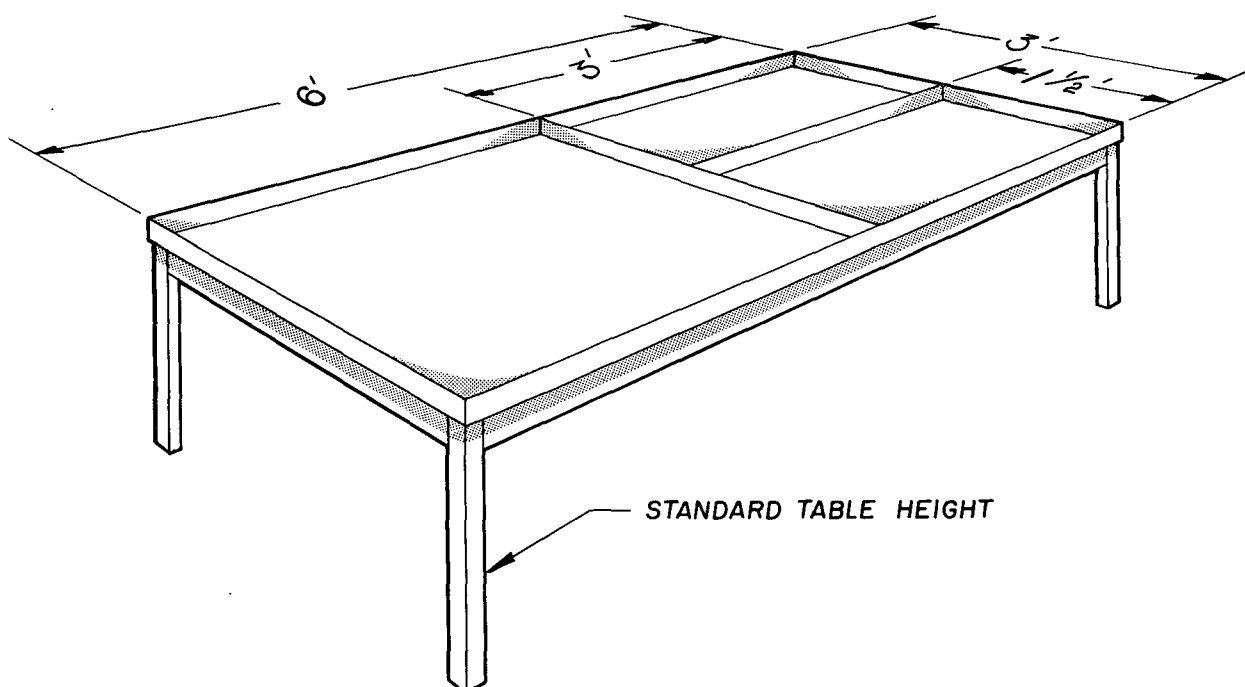


Figure 6. Search table.

- carried on his person, on a table or similar device (fig. 6).
- (2) Search each item for concealed materials. As the search is performed, segregate the prisoner's personal property and valuables, clothing, and equipment into two groups. One group contains items which the prisoner is authorized to retain in his possession, and the second group contains items which the prisoner is not authorized to retain in his possession.
    - (a) Examine clothing with care, particularly seams and other areas containing folds or more than one thickness of material.
    - (b) Check his clothing and equipment to determine their serviceability and to insure that he has the required items in his possession. Make a list of un-serviceable items and shortages in required items so that they can be replaced or issued later in the processing procedure.
    - (c) Check his health and comfort supplies to determine if he has the necessary items. Make a list of un-serviceable items and shortages in required items so that they can be replaced or issued later in the processing procedure (pars. 154-159).
    - (d) Process the second group of items as discussed in paragraphs 48 through 52.
  - (3) Strip search the prisoner for unauthorized articles.
    - (a) Examine all areas of the body, particularly the scalp, underarms, pubic and crotch areas, and body openings, such as ears, nose, and mouth. If the prisoner wears removable dentures, they should be removed during the search.
    - (b) Do *not* search the anus or inside other body cavities. If it is suspected that unauthorized articles may be secreted in these areas, a medical officer should be requested to perform this search. If this search is to be made, the prisoner should be kept under constant observation until it is accomplished.
    - (c) If it is suspected that the prisoner may have swallowed an object, a medical officer should be requested to give him a medical examination.
    - (d) Closely observe the prisoner's body for evidence of needle marks, rash, other abnormal conditions, or evidence of illness. If evidence of these conditions is observed, it should be reported immediately to the confinement officer.
  - (4) Direct the prisoner to bathe (and shave if necessary) under the close supervision of processing personnel. Insure that he carefully washes all areas of his body, particularly areas in which there is hair. (In some instances, narcotics users attempt to conceal narcotics in powdered form in their hair.)
  - (5) After he has completed his bath, instruct him to don the authorized service or work uniform (as appropriate to his status and grade) which was searched.
  - (6) Interview him to obtain the information needed to complete DD Form 498 (Prisoner's Personal History Record) and other required forms. Techniques of conducting this interview are contained in paragraph 126.
  - (7) Photograph and fingerprint the prisoner as indicated below:
    - (a) Take the photographs preferably with a polaroid-type camera with a split-image device so that two pairs of photographs, both front and right-profile views, can be made on one negative area. Retain these photographs in the prisoner's 201 file for identification purposes, for possible use on the installation parolee form, and to accompany the fingerprint card forwarded to the Federal Bureau of Investigation. The polaroid-type camera is recommended because it permits the photographer to immediately see that he has a usable picture and eliminates the requirement of a darkroom and technician.
    - (b) Take his fingerprints on an FD Form 249 (FBI U.S. Department of Justice Fingerprint (criminal type)) card using the techniques discussed in TB

PMG 7. Do not make an entry in the section marked "charge or offense." This section is accomplished by the administrative branch before the card is forwarded.

- (8) The mail clerk orients the prisoner on authorized correspondents and the inspection of incoming and outgoing mail (pars. 167-175). DD Form 499 (Prisoner's Mail and Correspondents Record) is initiated during this orientation. The clerk explains in detail and inserts in the record data pertaining to authorized correspondents, desires of the prisoner with respect to sending and receiving mail, authorization for the inspection of mail or disposition of uninspected mail, and the prisoner's request for approval of authorized correspondents. He then has the prisoner authenticate the record.

*c.* After accomplishing the processing provided for in *b* above, the prisoner is directed to the supply room where he is issued necessary health and comfort supplies, and any clothing and equipment required.

*d.* The prisoner is escorted to the secured area of the stockade, assigned a bunk or cell, and issued a copy of the stockade rules and regulations. The prisoner signs a receipt for his copy. The guard supervisor orients him on stockade rules and regulations.

*e.* The Chaplain interviews the prisoner, announces available services and activities, and sets the tone of positive acceptance essential in rehabilitation.

*f.* A medical officer examines the prisoner within 24 hours after his confinement; this is ordinarily accomplished at the first sick call formation following his confinement. If the prisoner appears to need medical attention at the time he is confined, immediate action should be taken to secure prompt medical attention and care.

*g.* As the final step in processing, the confinement officer interviews the prisoner (par. 126). It is important that the confinement officer approach the prisoner in the proper manner. The tone of his interview should be considerate but firm and constructive. He should immediately attempt to gain the prisoner's confidence, develop his receptiveness, and place the prisoner's mind at ease.

He should inform the prisoner that he desires to assist him in any way possible in adjusting to confinement and that custodial and other personnel are available to assist in alleviating any problems confronting him. The confinement officer explains the importance of conforming to the rules and regulations of the stockade but does not threaten the prisoner with the consequence of disobedience. During this interview he should—

- (1) Insure that the prisoner has knowledge of the reason for his confinement (as reflected by the offense listed in the confinement authorization).
- (2) Insure that he knows and understands stockade rules and regulations (*d* above).
- (3) Orient him on his status, rights, and privileges.
- (4) Specifically inform detained, adjudged, and officer prisoners that—
  - (a) They are afforded the rights and privileges of enlisted soldiers or officers on normal duty status except those necessarily denied by reason of confinement. They are required to maintain the high standards of personal appearance and conduct which are required of them in a normal duty status. In addition, officer prisoners will be informed of their privileges as prescribed by AR 633-5.
  - (b) They participate in those phases of the correctional treatment program determined by the confinement officer to be necessary to insure their custody and control, employment and training assignments, and health and welfare.
  - (c) Noncommissioned officers in a detained prisoner status and officer prisoners by reason of their confinement do not exercise command authority over other persons. They comply with the rules of the stockade to the same extent as other prisoners.
- (5) Assign him a custody grade (par. 76). Inform him of the degree of custodial supervision appropriate to his grade and the means by which he can improve his custody grade. Explain in detail how his conduct, efficiency, and attitude affect his custody grade, good conduct time, and clemency.

- (6) Orient him on the correctional treatment activities of the stockade. Encourage him to participate in these activities, and stress the advantages he may gain through his willing and wholehearted cooperation.
- (7) Orient him on the various off-duty activities in which he may participate.
- (8) Provide counseling as appropriate (par. 127).
- (9) Endeavor to answer all of his questions and to allay groundless fears and misconceptions.

*h.* The confinement officer establishes alternative processing procedures to be used if a prisoner is confined during other than normal duty hours. To accomplish minimum processing, guard supervisors should perform the following actions:

- (1) Search the prisoner to detect any unauthorized items.

- (2) Check to insure that the prisoner exhibits no symptoms of illness.
- (3) Issue a temporary receipt for funds and personal valuables not authorized for retention in the prisoner's possession. The receipt should contain an itemized list of the items received and should be authenticated initially by the guard supervisor, a witness, and the prisoner.
- (4) Place these items in a temporary storage container.
- (5) Reinventory these items at every change of shift, and maintain a chain of custody on them until they can be received by the custodian or his representative. The reinventory of this property should be accomplished and authenticated by the guard supervisors concerned and a witness.
- (6) Place the prisoner in a cell which segregates him from other prisoners.

### Section III. RECORDS AND REPORTS ADMINISTRATION

#### 45. General

Records and reports prescribed for stockade administration and operations are prepared and maintained with the utmost accuracy, completeness, and attention to detail.

#### 46. Procedure

The confinement officer and the provost sergeant maintain control over administrative procedures, particularly those pertaining to records and reports. Although the facilities available in various stockades differ, standardized control procedures are needed to insure the effective preparation and maintenance of records and reports.

*a.* Provisions should be made to insure privacy and to preclude interruptions while personnel are interviewing prisoners.

*b.* A complete set of current regulations pertaining to all phases of confinement administration should be maintained.

*c.* Personnel records must not be left within reach of prisoners, and prisoners must not be allowed to work with these records.

*d.* Records should be readily accessible to administrative personnel so that the records can be maintained on a current basis.

*e.* A prisoner picture control board arranged according to custody grade may be used to assist confinement personnel in associating each prisoner with his custody grade.

*f.* A processing guide may be developed which lists pertinent references and necessary forms. This type of guide assists the entire administrative staff and simplifies the provost sergeant's control of records and staff training.

*g.* A records and reports control system should be established. This will assist in the timely processing of records and reports. A visual control chart would also assist in training new personnel and simplify the delegation of duties within the administrative staff.

*h.* Filed copies of records and reports, particularly those in daily use, should be readily available and current. The following procedures will assist in achieving an efficient standard for these files:

- (1) Restrict the number of persons permitted to administer and handle the 201 files.
- (2) Require that receipts be signed for files taken out of the personnel office.
- (3) Securely fasten all papers in the 201 file jackets preferably with metal fasteners.

- (4) Insure that each file is accurately and clearly identified.
- (5) Exercise care in filing papers in the proper jacket. Even though it may be assumed that all administrative personnel are thoroughly familiar with the alphabet, it may not be assumed that all administrative personnel are keenly aware of letter, name, or number differences. Train personnel to think in terms of complete names, e.g., "John P. Smith," rather than partial names, e.g., "John Smith" or "Smith."

When two names are similar, include service numbers in the identification.

i. A complete and accurate log should be maintained on inspections. The log should contain the date and time of each inspection; the names, grades, and organizations of inspecting personnel; and pertinent comments made by inspecting personnel.

#### 47. Types of Records and Reports

Various types of records and reports are maintained on each prisoner while he is in confinement. These records and reports are listed in AR 210-181.

### Section IV. PRISONERS' PERSONAL PROPERTY AND FUNDS

#### 48. General

★ Prisoners' personal property and funds not authorized for retention in their possession are taken from them immediately after their acceptance into confinement, receipted for, processed as soon as possible, and held in safekeeping for them during their confinement or disposed of under paragraph 7c (7) and (8), AR 633-5. These items are held *in trust* by the custodian; with few exceptions, *no action* concerning them may be taken without the authority and consent of the prisoner-owner. The exceptions to this rule are—

a. Personal deposit funds are subject to levy by the Internal Revenue Service to satisfy delinquent income taxes due the United States Government.

b. Personal property, the possession of which is prohibited by law, or property which is the proceeds of illegal activities is released to competent authority.

c. Property which is of evidentiary value and subjected to impounding. When such property is taken from prisoners, disposition will be made only by instructions received from competent authority (AR 190-22).

★ d. During wartime in the theater of operations, the field protective mask will be issued to prisoners if CB operations have been initiated or are imminent.

#### 49. Custodian

A commissioned or warrant officer is assigned as custodian of prisoners' personal

property and personal deposit funds. He is responsible for the receipt, safeguarding, and disbursement of prisoners' personal property and funds. At his discretion, he may designate by appropriate orders authorized representatives to accomplish some of these duties, such as cashier and accounting functions; however, they must be bonded by Army position schedule bonds.

#### 50. Internal Control

a. The confinement officer, in coordination with the provost marshal, develops a system of internal control which protects prisoners' property and funds. As a minimum, this consists of procedures designed to provide safeguards for property and funds, to insure the accuracy of records, to control the receipt and disbursement of property and funds, and to promote efficiency in operations.

b. Secure safes and/or cabinets equipped with combination-type locks should be provided for the storage of funds and personal valuables of prisoners. If a prisoner has an item of personal property too large to fit into these containers, it should be tagged with identifying data and secured in a maximum security-type room to which only the custodian and his authorized representative have access. Normally, this type of property is retained and secured by the prisoner's unit, but this is not feasible in some instances, particularly with casual prisoners.

c. *Prisoners must not have access to per-*

sonal property, funds, or personal deposit fund records of other prisoners.

## 51. Personal Property

*a. Inventory and Receipt.* A prisoner's personal property which is to be held in safekeeping by the custodian is inventoried and recorded on DA Form 1132 (Prisoner's Personal Property List—Personal Deposit Fund) which is prepared in as many copies as are necessary for internal control purposes. All copies of this form are signed by the prisoner and a witness and receipted by the custodian or his authorized representative. The second copy is given to the prisoner as a receipt for his personal property. The original and remaining copies are retained by the custodian.

- (1) The custodian and his authorized representatives exercise caution in the inventory listing of personal valuables, such as watches, rings, bracelets, pens, and cigarette lighters, which may be in the possession of prisoners. Identify valuables as completely as possible by make, model, serial number, type, shape, and color; e.g., pen, fountain, (trade name and model), black body, and golden-colored cap. Identify them in general terms; e.g., golden-colored ring with two white, clear stones. Do *not* identify them by the type of metal or kind of stone they appear to be; e.g., a gold ring with two diamonds.
- (2) Do not open a watch case to obtain the serial number of the watch movement; identify the watch by its make, shape, type, and color. Record the case serial number if it appears on the outside of the case. Use similar identifying data for the band.
- (3) If a prisoner requests appraisal of the value of an item to be held in safekeeping, the installation commander may authorize the withdrawal of funds from the prisoner's personal funds for this purpose.
  - (a) The request should also include authorization for the expenditure of additional funds for the reappraisal

and identification of the item by an expert appraiser before it is returned to the prisoner.

- (b) The appraisal must be made at the expense of the prisoner.
- (c) If the appraisal is made, the item can be described on the prisoner's personal property list with the identifying data given by the expert appraiser.

*b. Accounting Procedures.* Detailed procedures for receipting for, accounting for, disposing of, and safeguarding a prisoner's personal property are contained in AR 210-174.

*c. Disposition.* When a prisoner is released, his personal property which has been held in safekeeping by the custodian is inventoried against the personal property list. The custodian or his authorized representative conducts this inventory in the presence of the prisoner and a witness. He then returns the property to the prisoner who signs the receipt section of the prisoner's personal property list.

## 52. Personal Funds

*a. General.* During a prisoner's processing, all money is taken from his possession. United States currency, coins, and checks (other than personal checks) indorsed for deposit or credit to the personal deposit fund are received for deposit in the personal deposit fund. An Individual Receipt Voucher Personal Deposit Fund is prepared in triplicate listing all money received for deposit. In addition, a receipt is issued for personal checks taken from the prisoner, but the money value of these checks is not entered or accounted for on the voucher. The original of this receipt is given to the prisoner as evidence of funds to be credited to his individual account.

- (1) Do not credit personal checks to the prisoner's account until they have been turned over to commercial banks and collection has been accomplished. Then prepare an individual receipt voucher listing the money received for credit to his account.

- (2) Consider foreign currency as personal property.
- (3) If a prisoner has negotiable checks in his possession which he does not wish to have credited to his account in the personal deposit fund, handle the checks as items of personal property.

*b. Accounting Procedures.* Accounting pro-

cedures for prisoners' personal deposit fund are explained in detail in AR 210-174.

*c. Disbursement.* Funds in a prisoner's personal deposit fund are disbursed when health and comfort supplies are purchased; when authorized special items are purchased; when money is forwarded to authorized persons, such as dependents,

relatives, and attorneys; and when the prisoner is released. If there is not more than \$25 remaining in a prisoner's personal deposit fund at the time

of his release, he should be paid with funds from petty cash. If the sum is larger than \$25, he should be paid by check.

## Section V. COMPUTATION OF SENTENCES TO CONFINEMENT

### 53. General

*a.* The accurate computation of sentences to confinement is an essential element in protecting the legal rights of prisoners and in administering the confinement program as prescribed by the Department of the Army.

*b.* The commander and provost marshal exercise command supervision of the computation of sen-

tences. The confinement officer insures that selected confinement personnel are trained to compute sentences and supervises the computation procedures.

### 54. Procedures

The procedures for computing sentences to confinement are explained in detail and illustrated in AR 633-30.

## Section VI. TRANSFER PROCEDURES

### 55. General

The transfer of a prisoner from one confinement facility to another is a permanent change of station, and certain procedures and actions must be accomplished in administrative processing and clearance from the installation and the confinement facility.

*a.* It is the responsibility of the prisoner's unit commander to accomplish all portions of the prisoner's administrative processing and clearance required by AR 633-5, with the exception of those functions within the purview of the confinement facility staff which are listed in this section.

*b.* The confinement officer informs the unit commander of the impending transfer and requests that he take the appropriate administrative action.

*c.* As an aid to the commanding officer of the unit which supplies guard personnel for the transfer, the confinement officer instructs the guards on their assigned duties and responsibilities. This instruction should include at least the following considerations:

- (1) Guard personnel are responsible and receipt for the prisoner, his personal property and funds, and personnel and confinement records which accompany the prisoner during the transfer.
  - (a) Receipts for the prisoner and these items are obtained from personnel of the confinement facility to which they are delivered.
  - (b) If a layover occurs while en route, the guards may place the prisoner and ac-

companying items in the nearest military confinement facility or, if this is not practicable and if the civil police authorities concerned concur, in a civilian jail for safekeeping. In either situation, the guards obtain receipts for the prisoner, records, and personal effects.

- (2) If the guards are unable to control the prisoner, they release him for safekeeping to military police or with the permission of appropriate civil authorities to the civil police. The guards will then immediately notify the nearest military installation that assistance is required in order to deliver the prisoner safely to his destination.
- (3) The guards traveling with the prisoner are responsible for his appearance, conduct, and custody.
- (4) The guards do *not* wear the military police brassard when escorting the prisoner and do *not* carry loaded weapons except when actually guarding the prisoner.
- (5) The guards make every effort to avoid escorting the prisoner through crowds and attracting public attention to his status as a prisoner.

### 56. Categories of Prisoners To Be Transferred

*a. Casual Prisoner.* A casual prisoner held in custody pending disposition instructions from an-



other command is transferred to the installation to which he is assigned when disposition instructions are received from that installation. Because the casual prisoner is not assigned to the installation on which he is confined, some of the administrative, operational, and other procedures normally required prior to the transfer of prisoners cannot be performed. However, the functions listed in paragraphs 57 and 58 should be accomplished prior to the departure of the prisoner.

*b. Adjudged and Sentenced Prisoners.* Adjudged and sentenced prisoners are transferred to the designated place of confinement as soon as it has been determined that there are no additional sentences by a court-martial which have not been promulgated and no additional charges pending trials by courts-martial.

### 57. Administrative Processing

The confinement officer furnishes the commanding officer of the prisoner being transferred the following items, as appropriate, which are included in the prisoner's sealed records and allied papers being sent by the escorting guard:

*a.* A statement of the latest clemency action, and date thereof, and the date on which the case is due for the next clemency consideration.

*b.* A statement as to the prisoner's adjustment in confinement, custody status, any evidence of change in attitude, amount of good conduct time earned, forfeited, or restored up to the date of transfer.

*c.* A voucher and check covering personal funds of the prisoner.

*d.* In cases in which escape <sup>(41)</sup> affects the prisoner's release date, signed copies of DD Form 553 (Absentee Wanted by the Armed Forces), and DD Form 616 (Report of Return of ☐ Absentee; ☐ Escaped Prisoner Sentenced to Discharge, and/or ☐ Request for Service Record and Allied Papers), or other documentary evidence which reports escape from and return to military control.

*e.* A report of any neuropsychiatric examination administered to the prisoner.

*f.* Reports on file concerning the prisoner's history which may be appropriately considered in regard to classification, clemency, restoration to duty, and parole.

*g.* A list of clothing and equipment in the possession of, or accompanying, the prisoner upon his departure.

*h.* A list of health and comfort supplies in the possession of, or accompanying, the prisoner upon his departure.

### 58. Operational Processing

The operational processing of a prisoner being transferred consists of conducting a search of the prisoner and his possessions for unauthorized articles. This search is conducted in the presence of the officer or noncommissioned officer in charge of the transfer.

## Section VII. CLEMENCY, RESTORATION, AND TEMPORARY PAROLE

### 59. Responsibilities

Clemency, restoration, and temporary parole affect the morale, discipline, and welfare of prisoners. The confinement officer plays an important part in the clemency and restoration program of the facility. Through proper counseling of the prisoner, liaison with interested staff agencies, and recommendations to the installation commander, the confinement officer can assist in effective and expeditious action in these matters. The confinement officer is normally requested to submit his recommendation concerning mitigation, remission, or suspension of each prisoner's sentence.

### 60. Clemency and Restoration Boards

*a.* The installation commander appoints a permanent board of officers to meet at regularly scheduled intervals at the stockade. This board makes recommendations to the commander on matters pertaining to clemency for, and restoration of, prisoners. These recommendations are made after the board reviews the records of, hears recommendations and evaluations pertaining to, and interviews, each prisoner eligible for clemency or restoration.

b. The board should consist of at least the following members:

- (1) The installation provost marshal.
- (2) A commander of troops.
- (3) The stockade chaplain.
- (4) A judge advocate.
- (5) An officer of the Mental Hygiene Consultation Service.
- (6) The confinement officer.
- (7) The provost sergeant (as recorder and member without vote).

### 61. Clemency

Clemency is the act of modifying the severity of a court-martial sentence through mitigation, remission, or suspension. Department of Defense encourages commanders to exercise their powers of clemency, consistent with the maintenance of discipline and the preservation of good order, as one of the best means to rehabilitate a prisoner for military duty or civilian life. In determining when a prisoner is ready for clemency, consideration should be given to his conduct while in confinement, his attitude and adjustment, his willingness to participate in the training and employment programs, and his civilian, military, and confinement records.

## Section VIII. RELEASE PROCEDURES

### 64. Authority to Release

Prisoners are released from confinement only upon authorization of the commanding officer of the installation where the stockade is located. The installation commander may authorize the confinement officer to authenticate DD Form 367 (Prisoner's Release Order) of prisoners who are being released upon the expiration of their sentences to confinement; whose sentences have been mitigated, suspended, or remitted by competent authority; who have been acquitted or against whom charges have been dropped; or who are casual prisoners released by proper authority for return to their units with or without armed guard. If the confinement officer is authorized to authenticate release orders, he is designated on orders by the installation commander as an assistant adjutant general for this purpose.

### 62. Restoration

Department of the Army policy is to restore prisoners to duty who are deemed physically, mentally, and morally qualified to become useful members of the Army. A prisoner's suitability for restoration is determined after a careful review of his potentialities for future honorable and useful service in the Army. His civilian, military, and confinement records, and his attitudes and actions should be considered in determining his suitability for restoration to duty.

### 63. Temporary Parole

The installation commander may authorize a brief home visit by a prisoner, for emergency reasons, after determining that circumstances exist which justify such special action and that the visit is not inconsistent with custodial requirements or the public's safety. A temporary parole, comparable to emergency leave, may be granted a prisoner unless the commander determines that travel under guard is required. Travel and subsistence expenses incident to such a home visit, including those of the guard, will be borne by the prisoner. Normally, a visit is granted only in case of critical illness of an immediate relative on the basis of verified information and is limited to the minimum number of days considered necessary.

### 65. Completion of Sentences to Confinement

Normally, prisoners are released from confinement at the expiration of the terms of their sentences to confinement (AR 633-5). In some cases prisoners are released from confinement through clemency actions or administrative elimination from the service.

a. If a prisoner completes a sentence to confinement and has additional charges pending, he may be retained in confinement upon the issuance of a new confinement order based on the pending charges.

b. If a prisoner completes a sentence to confinement before final action is received on that portion of the sentence which adjudged a punitive discharge, he is released from confinement. To insure his presence at the time final action is

received, he may be retained under military jurisdiction.

c. A sentenced prisoner whose sentence includes, in addition to confinement, a punitive discharge or dismissal, will be released from confinement upon completion of his sentence to confinement. Upon completion of his sentence to confinement and with his consent, a prisoner whose discharge or dismissal has been executed may be retained under military jurisdiction in order to receive medical treatment for illness or injury which originated or was aggravated while in military service or confinement.

## 66. Mitigation and Remission of Sentences

Prisoners whose sentences to confinement have been mitigated or remitted by the convening authority or other competent authority are released from confinement in the same manner as those whose sentences to confinement have expired.

## 67. Detained Prisoners Who Are Acquitted or Against Whom Charges Have Been Withdrawn

a. A court-martial may render a decision of not guilty on a prisoner who has been held in confinement during the trial; however, he may not be released until a proper release order is executed (par. 64).

b. Although charges are withdrawn against a prisoner who has been confined in a detained prisoner status, he may not be released until a properly authenticated release order has been executed (par. 64).

## 68. Administrative and Release Processing

a. On the day a prisoner is to be released, he should be cleared administratively from the stockade. This includes clearing the supply section, personal property and funds, stamp account, and mail records (to include the preparation of a locator card), and processing the prisoner's confinement records preparatory to final closing when the executed release order is received by the administrative section.

b. When authorized, the confinement officer prepares and authenticates the release order.

- (1) If the prisoner is being restored or returned to duty, the confinement officer requests the prisoner's unit commander to receipt for him. If this is

not practicable, a notation to that effect is made in the "remarks" section of the release order, and an officer on the stockade staff authenticates the exact time and date of the release.

- (2) If the prisoner is being released from confinement with an executed punitive discharge or dismissal, an officer on the stockade staff authenticates the exact time and date of the release. In the space "reason for release," he enters "released per expiration of sentence to confinement—DD, BCD, dismissal (as appropriate) executed."

c. When the administrative processing has been completed, the prisoner, together with his personal funds and effects and release order, is escorted to the main gate of the stockade. At that point the provost sergeant or guard supervisor checks the release order to insure that it has been completed and authenticated and verifies the prisoner's identity.

## 69. Release Gratuities

Sentenced military personnel upon release from the service by dismissal or by a dishonorable or bad conduct discharge may be furnished the gratuities set forth below upon their release from confinement.

a. *Civilian Clothing.* Civilian outer clothing is provided if needed, in accordance with AR 32-96.

b. *Transportation to Home of Record.* Transportation is furnished to the home of record as provided for in joint travel regulations. If transportation is requested to a place other than the home of record, the prisoner must furnish satisfactory evidence of employment or assurance of sponsorship by a reputable citizen of the new community before travel to this place may be approved.

\* c. *Cash Donation.* A cash donation not to exceed \$25 may be provided in accordance with AR 37-104. Normally, prisoners with \$50 or more on deposit to their accounts or prisoners sentenced to partial forfeitures of pay should not be paid any donation. In accordance with AR 37-104 installation commanders are responsible for determining persons to receive cash donations.

## CHAPTER 5

### CUSTODY AND CONTROL

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#### Section I. GENERAL

##### 70. Introduction

Custody and control of prisoners are two basic functions of stockade operations. As a general rule, prisoners will make the proper adjustment to confinement; however, some prisoners do not adjust as readily. Prisoners in the latter group may try to escape, create disturbances, introduce unauthorized articles, and in general conduct themselves in an unruly manner. Confinement personnel must be trained to cope with such prisoners and the incidents created by them.

##### 71. Custody

Custody is normally effected and maintained through such limitations upon a prisoner's free movements as are imposed by the confines of a building, its fenced yard, or subdivisions within the building, such as cells, recreation rooms, or workshops. Restrictions to such confinement areas is normally enforced by the presence of guards supported by such physical security aids as protective lighting and alarms, locking devices, and systems regulating and controlling the movement of prisoners and of individuals coming into contact with the prisoners. Custody of prisoners

when outside the confines of the stockade may be effected only by the presence of guards, armed or unarmed. Custody of selected prisoners, normally designated as parolees, may be effected only through the imposition of moral restraints upon their freedom of movement to continue until they are released from status of custody by proper authority.

##### 72. Control

Control is effected by maintaining a state of military discipline and order among prisoners. It is reflected by the appearance, bearing, and conduct of prisoners and their prompt obedience to rules, regulations, and orders. It is assisted through the imposition of a system of routines in the daily living of the prisoners. One example of this routine is the requirement for a daily precise display of clothing, equipment, and health and comfort supplies.

a. Figure 7 portrays a typical bunk display which may be modified to meet local conditions.

b. Bunk displays should be maintained in a state of readiness for inspection from mess call in the morning until after mess call in the evening.

#### Section II. CUSTODY CLASSIFICATION

##### 73. General

Custody classification consists of determining for each prisoner the degree of custodial supervision and restraint he requires and assigning him the appropriate custody grade. The effectiveness of the confinement program, including correctional treatment and utilization of prisoner and guard personnel, depends to a great extent upon the accurate determination of custody classification. Custody grades are assigned for the purpose of providing necessary controls over prisoners which are commensurate with the custody risk involved for each prisoner. Custody grades should be assigned with a view to imposing the minimum restraints necessary. Whenever possible, prisoners should be placed in minimum cus-

tody. This permits their supervision by unarmed guards and tends to increase or restore prisoners' self-respect and confidence which furthers the correctional treatment program of the confinement facility.

##### 74. Custody Grades

The custody grades into which prisoners are classified and the degree of custodial supervision required for each grade are as follows:

a. *Minimum Custody.* Prisoners in the minimum custody grade are considered to be sufficiently dependable as to require little custodial supervision. They should be employed or trained outside the stockade in sizable groups under the supervision of unarmed guards. With the exception of installation parolees (par. 139c), these prisoners

**LEGEND:**

- A. SHAVING CREAM
- B. SOAP
- C. SOCKS
- D. TOOTHPASTE
- E. TOOTHBRUSH
- F. HANKERCHIEF
- G. RAZOR BLADES
- H. RAZOR
- I. LETTERS
- J. WRITING TABLET & PEN
- K. PICTURES
- L. CONFINEMENT REGULATIONS & MISC. PAPERS
- M. BOOKS
- N. BOX
- O. TOWEL
- P. WASH CLOTH
- Q. SHOE POLISH
- R. SHINE CLOTH
- S. GLOVES
- T. TROUSERS
- U. JACKET
- V. SHEETS
- W. PILLOW
- X. PILLOW CASE

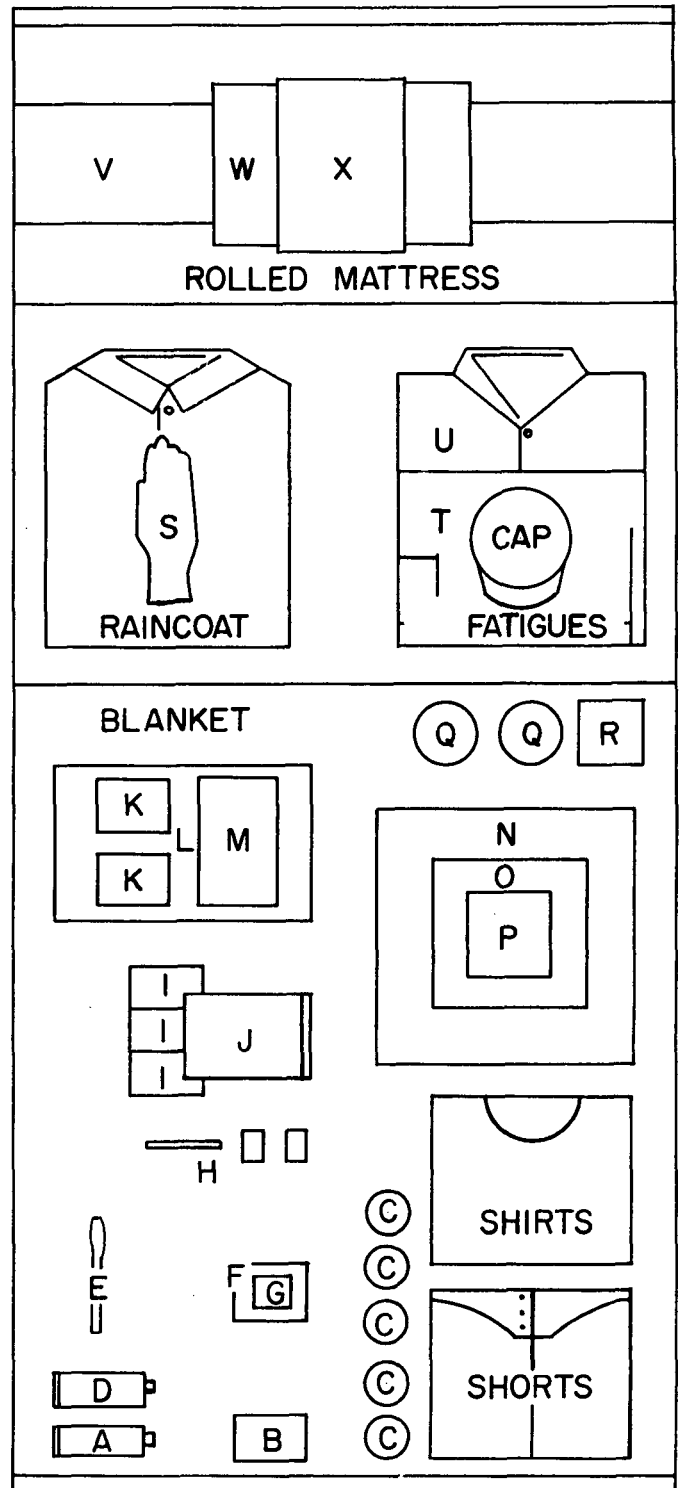


Figure 7. A typical bunk display.

are quartered inside the stockade. They may be assigned to the less secure housing units and permitted to move from place to place within the stockade without direct supervision.

*b. Medium Custody.* Prisoners in the medium custody grade are considered to require continuous custodial supervision but their escape or conduct under supervision is not believed to present a threat to life, limb, or property. They may be employed outside the stockade under armed or unarmed guards. When armed guards are required, these prisoners should be employed in groups of not less than six prisoners to one guard.

*c. Maximum Custody.* Prisoners in the maximum custody grade are considered to require continuous and special custodial controls because of their conduct or characteristics of a violent, dangerous, or troublemaking nature, or other circumstances. They should be employed inside the stockade.

## 75. Temporary Custody Classification

Prior to the confinement officer's initial interview of the prisoner during admission processing, he determines a temporary custody grade appropriate for the prisoner for purposes of segregation, housing, and supervision. This temporary assignment of custody grade is based on, among other factors, the initial data obtained during admission processing; impressions gained during processing interviews; the offense with which the prisoner is charged; and comments obtained from persons having knowledge of the individual and

his offense, such as his unit officers or noncommissioned officers and military police.

## 76. Initial Custody Classification

The confinement officer should consider all information obtained during his evaluation of the prisoner (par. 119) prior to assigning the prisoner a specific custody grade. The custody grade assigned should impose the minimum restraint necessary upon the prisoner; however, the following factors should be carefully considered prior to assigning the prisoner to minimum custody:

- a.* Indications of emotional disturbances.
- b.* Emotional instability.
- c.* History of a prior escape or repeated absentee or desertion charges.
- d.* Previous criminal record, or information indicating any of the following:
  - (1) Impulsive assault.
  - (2) Habitual theft.
  - (3) Sexual assault.
  - (4) Armed robbery.
  - (5) Homosexuality.
  - (6) Chronic alcoholism.
  - (7) Habitual use, or peddling, of narcotics.
  - (8) Pending civil charges.

## 77. Reclassification

The reclassification of a prisoner's custody grade is a continuing process. The custody grade of each prisoner should be reviewed at least once every 30 days. When consistent with custodial requirements and the prisoner's adjustment, modification should be made in the prisoner's custody grade.

# Section III. SEGREGATION

## 78. Bases for Segregation

Prisoners are segregated individually and in groups within a stockade to meet the mandatory requirements of AR 210-181 and the Code, to maintain custody and control, and for administrative or punitive reasons. The bases for segregation are as follows:

### *a. Status.*

- (1) Segregate officer and warrant officer prisoners from other prisoners.
- (2) Segregate detained prisoners from other prisoners.
- (3) Segregate noncommissioned officers in a detained status from other prisoners where practicable.

### *b. Custody Grade.*

- (1) Segregate maximum custody prisoners from medium and minimum custody prisoners.
- (2) If facilities are available, segregate minimum and medium custody prisoners from each other.

*c. Type.* If facilities are available, segregate punitive discharge prisoners who are not considered potentially restorable from nonpunitive discharge prisoners.

*d. Foreign Nationals and Prisoners of War.* Foreign nationals not members of the Armed Forces of the United States and prisoners of war

who have committed offenses for which confinement is ordered are segregated from members of the Armed Forces of the United States (UCMJ, art. 12).

*e. Requirement for Close Confinement.* Certain prisoners require close confinement for administrative or disciplinary reasons (par. 79).

*f. Requirement for Special Quarters.* Prisoners who require segregation from other prisoners only at night and who participate in normal work and training activities are segregated in special quarters as a means of protective custody. In these cases it is not necessary to make the hourly observations or medical examinations required for prisoners in close confinement. Cells used for this purpose must have at least the physical specifications required for administrative segregation cells. The types of prisoners requiring special quarters may include: those with psychological disorders who cannot adjust to living with other prisoners, those requiring protection from other prisoners, those who are easily influenced by other prisoners, and others that the confinement officer may desire to segregate from the main prisoner group without placing them in administrative segregation.

## 79. Close Confinement

*a.* Close confinement consists of the administrative or disciplinary segregation of prisoners in cells especially designated for this purpose. Prisoners in close confinement are under constant supervision and are segregated from each other.

- (1) Administrative segregation is used for control and safekeeping purposes, for the prevention of injury to prisoners or other personnel, for medical reasons, and for other purposes of safe administration. It is not a disciplinary measure. Prisoners in administrative segregation receive full rations and normal privileges, including recreation, employment, and training so far as physical facilities, custody, and segregation permit. They also receive at least 1 hour of exercise each day, and they may be utilized on

employment projects consistent with custody and control requirements.

- (2) Disciplinary segregation is used for the correction of recalcitrant prisoners (par. 81a). Prisoners in disciplinary segregation receive at least 15 minutes of exercise each day.

*b.* A prisoner in close confinement is permitted the same clothing as that allowed other prisoners, adequate sleeping accommodations elevated from the floor, sufficient covering during sleeping hours, and a Bible or other religious book appropriate to his faith. These items may be temporarily denied a prisoner in close confinement if the confinement officer deems this necessary to prevent damage to property or injury to the prisoner or other personnel. If a prisoner is suspected of having suicidal tendencies, he should be denied articles of clothing with which he could injure himself, pending consultation with medical personnel. If the prisoner's clothing and bed covers have been removed, the confinement officer must insure that the cell is provided with sufficient heat to provide necessary warmth for the prisoner.

*c.* Special precautions should be taken to prevent escape, self-injury, or other serious incidents by having the—

- (1) Confinement officer and a medical officer inspect close confinement cells at least daily to determine the adequacy of sanitation, ventilation, illumination, heat, and other conditions which may adversely affect a prisoner's health. In addition, the medical officer should keep the commander advised on the condition and health of the prisoner.
- (2) Guard on duty observe each prisoner at least hourly at irregular intervals. In addition, a guard should constantly be in the area in which close confinement cells are located. A record of inspections and observations is maintained for each prisoner and posted outside each prisoner's cell.

## Section IV. DISCIPLINARY MEASURES

### 80. Purpose

A high state of discipline among prisoners is important to the effective operation of a stockade.

The maintenance of discipline is complicated by prisoners who are intractable and/or who violate stockade rules and regulations. To cope with a

prisoner of this type, certain disciplinary measures appropriate to the offense committed may be imposed. These disciplinary measures are designed to aid in—

- a. Orderly administration and control.
- b. The protection of Government property.
- c. The safety and well-being of prisoners and other personnel.
- d. The correction of recalcitrant prisoners.

## 81. Disciplinary Measures

★ The installation commander and the confinement officer have authority to impose certain administrative disciplinary measures on prisoners. The imposition of these measures does not preclude subsequent trial by courts-martial if the gravity of the offense merits such action (par. 16a AR 633-5). When the confinement officer imposes those measures within his authority, he must notify the installation commander within 24 hours of the disciplinary measure imposed. He also includes a notation of this punishment in the prisoner's personnel record. DD Form 508 (Report of/or Recommendation for Disciplinary Action) will be used for these purposes.

### a. Authorized.

- (1) The confinement officer may impose the following measures:
  - (a) Reprimand and warning.
  - (b) Deprivation of privileges.
  - (c) Extra duty on employment projects not to exceed 2 hours per day and 14 consecutive days. Extra duty must not conflict with regular meals, regular sleeping hours, or at-

tendance at scheduled religious services.

- (2) The confinement officer may recommend to the installation commander the imposition of the following measures:

- (a) Disciplinary segregation with or without a restricted diet.
- (b) Forfeiture of earned good conduct time and, where applicable, extra good time.

b. *Prohibited.* The following measures, and those of a similar nature, are prohibited:

- (1) Close clipping prisoners' hair as a punitive measure.
- (2) Requiring prisoners to use the lock-step.
- (3) Requiring prisoners to hold their arms in a folded position for prolonged periods.
- (4) Requiring prisoners to extend their arms and retain them in a constrained position.
- (5) Requiring silence at meals except while at attention or as a temporary control measure.
- (6) Requiring prisoners to break rocks as a means of punishment.
- (7) Requiring prisoners to wear a ball and chain.
- (8) Removing prisoners' clothing or other debasing practices.
- (9) Punishing by flogging, branding, tattooing, or other cruel or unusual punishment (UCMJ, art. 55).
- ★(10) Domicile in a tent as a means of punishment.

## Section V. DUTIES OF GUARDS INSIDE A STOCKADE

### 82. Demeanor of Guards

Guards assigned to duties inside a stockade should be carefully selected and well trained because of their close contact with prisoners.

a. They must be equally fair to all prisoners; they should show interest in and consideration for prisoners' problems, but should not allow themselves to become emotionally or personally involved. They must be firm and decisive, but

should not look upon themselves as the persons responsible for punishing prisoners. They merely assist in fulfilling one of the purposes of the stockade; i.e., carrying out a sentence to confinement by insuring the custody and control of prisoners. They do not exhibit familiarity or belligerency toward prisoners; a display of either of these traits results in a loss of prisoner respect and control.



b. They observe the prisoners in their charge and report immediately to the custodial and correctional treatment branch any changes in attitude, bearing, conduct, efficiency, or demeanor (par. 121). They must be constantly alert to detect violations of stockade rules and regulations.

### 83. Basic Problems

Some prisoners deliberately resort to creating problems and harassing guards; many of the custody and control measures utilized are directed at these prisoners. Guards must be alert to detect indications of impending problems and to implement plans designed to prevent them from occurring. Three of the more common problems or situations which guards may encounter, and suggested means of control, are—

a. *Introduction or Possession of Unauthorized Articles.* An unauthorized article is any article not specifically authorized by stockade rules and regulations or authorized by individual personal property permit. In spite of the fact that prisoners are authorized clothing, equipment, and personal property necessary for their health, comfort, and welfare, the mere restriction on what they can possess tends to bring out a hoarding instinct in some prisoners; they pick up unneeded items which may affect custody and control in the stockade. Other prisoners deliberately acquire or manufacture items, such as weapons, alcoholic beverages, and pornographic materials, in violation of rules and regulations.

- (1) Be alert and detect the possession of unauthorized articles on the persons of, or concealed by, prisoners.
- (2) Search prisoners entering or leaving the stockade (par. 90d).
- (3) Make periodic shakedowns of the stockade to detect and remove unauthorized articles. The confinement officer plans a shakedown to insure that it is a complete surprise to the prisoners. While details of a shakedown vary according to the type and size of stockade, the rules listed below generally apply to a shakedown of any stockade:

- (a) Limit the area involved to a size consistent with the number of guards available to conduct the shakedown.
- (b) Immediately remove prisoners from the area involved in the shakedown.
- (c) Search bunks and bunk displays first; then search the entire area in a clockwise manner. This search should include an examination of the following as a minimum:
  1. Health and comfort and welfare items, such as toothpaste or powder, shaving cream, soap, writing portfolios, and books.
  2. Clothing and equipment.
  3. Mattress, pillow, and other bedding.
  4. Bunks or cot frames, including all crevices and hollow areas, such as legs of the cot.
  5. Doors, including jambs, sills, frames, and locks.
  6. Walls and ceilings, including all crevices in lighting, heating, or plumbing fixtures, and in areas behind walls, baseboards, or mouldings.
  7. Windows, including crevices in and areas behind sashes, frames, and sills.
- (4) When the search of bunks and bunk displays has been completed, custodial personnel should replace effects of the prisoners in an orderly manner.

b. *Harassment of Guards.* Some prisoners may try to convince a guard to change his decision or order with blustering, threatening, or cajoling tactics. This is especially common when a guard is inexperienced because prisoners readily sense this situation and may try to take advantage of it. Firm, decisive orders issued in a positive tone minimize this problem.

c. *Profane or Abusive Language.* Although this problem is a form of guard harassment, it is considered separately because of the degree of self-control and restraint which the guard is required to exercise on such occasions. Some prisoners express their resentment of confine-

ment through caustic, profane, or abusive language directed at guards and the stockade.

- (1) Do *not* tolerate this type of language; direct the prisoner to stop and report the incident to the guard supervisor.
- (2) Do *not* allow such comments to provoke a verbal duel with the prisoner.

#### **84. Guard Supervisors**

Guard supervisors should be mature, well-qualified noncommissioned officers who are thoroughly trained in those phases of stockade operations which pertain to custodial personnel. Their major duties include the following:

- a.* Perform overall supervision of guards.
- b.* Supervise prisoners' activities inside the stockade, including their conduct and the orderliness of the cell blocks.
- c.* Supervise employment projects of prisoners.
- d.* Inspect guards' weapons, uniforms, and equipment before they report for duty.
- e.* Check cell blocks and prisoners' areas for any evidence of unauthorized articles.
- f.* Conduct periodic checks of prisoners for haircuts and personal hygiene.

## 85. Compound Guards

Compound guards should be experienced, mature individuals because they are responsible for the control and discipline of prisoners within the stockade. These guards are assigned to areas in the stockade in which prisoners are quartered, and they are also utilized in the messhall during meal hours and in the drill and recreation area to aid in the supervision and control of prisoners. Their major duties include the following:

- a.* Insure that prisoners are properly dressed and assembled for roll call, work call, and training.
- b.* Insure that prisoners' living areas are policed and prepared for inspection.
- c.* Supervise the work of prisoners detailed to employment projects within the stockade.
- d.* Conduct periodic shakedowns to detect evidence of unauthorized articles and improper conduct.
- e.* Maintain a count of prisoners under their control.
- f.* Assist in roll calls, head counts, and bedchecks.
- g.* Control movements of prisoners within the stockade.

## 86. Cell Block Guards

Cell block guards are carefully selected for their maturity and experience because they come into direct contact with prisoners during their daily tours of duty. Their major duties include the following:

- a.* Maintain custody and control of prisoners under their charge, including prisoners in close confinement.
- b.* Make and record hourly inspections of prisoners in close confinement.
- c.* Supervise the exercise of prisoners in close confinement.
- d.* Supervise the bathing and shaving of prisoners in close confinement.
- e.* Assist in head counts, roll calls, and bedchecks.
- f.* Awaken prisoners at the proper time.
- g.* Detect unauthorized articles and improper conduct.
- h.* Report breaches of discipline.

## 87. Turnkeys

Turnkeys are responsible for the custody of prisoners when they are in the cell block; they

keep the keys for the cell block in their possession during their daily tours of duty. The turnkey post is located at or near the entrance to the cell block and is manned continuously. The major duties of turnkeys include the following:

- a.* Prevent unauthorized personnel from entering the cell block.
- b.* Prevent anyone from entering the cell block with firearms.
- c.* Check prisoners in and out of the cell block.
- d.* Turn out lights in the cell block at bedcheck.

## 88. Visitors' Room Guards

Guards are carefully selected to perform this temporary duty because of its importance in custody and control and in public relations. Normally, visitors to the stockade are in strange and unusual surroundings which make them self-conscious; therefore, it is important that these guards create a favorable impression and be diplomatic, courteous, and helpful. Visitors' room guards must be alert and observant to detect any violation of rules and regulations, particularly improper behavior or the passing of unauthorized articles. Their major duties include the following:

- a.* Require visitors to identify themselves and sign the visitors' register.
- b.* Insure that visitors' rules and regulations are read and explained.
- c.* Require visitors to deposit handbags, packages, or baggage for safekeeping with a designated person or in a secure locker-type storage area.
- d.* Insure that all gifts intended for prisoners are deposited with the confinement officer or his representative.
- e.* Conduct visitors to the visitors' room.
- f.* Station themselves in an inconspicuous place and observe the prisoners and the visitors at all times.
- g.* Assist in searching prisoners before and after each visit. These searches are not performed in the presence of visitors.
- h.* Assist in searching the visitors' room before and after each visit.
- i.* Report all infractions of rules and, if necessary, terminate the visit.

## 89. Tower Guards

Tower guards are assigned specific sectors of the perimeter and areas inside and outside the

stockade to observe; however, they also observe other areas within their range of vision even though they may be within another guard's assigned sector. They must be alert for unusual activities and report violations of rules and regulations. Their major duties include the following:

- a.* Observe activities within their ranges of vision, and sound the alarm when required.
- b.* Keep prisoners clear of the perimeter fence.
- c.* Allow no one to communicate with prisoners near the perimeter fence.
- d.* Allow no articles to be handed or thrown to prisoners.
- e.* Provide as much protection as possible to the compound guards who are in contact with the prisoners.
- f.* Thoroughly understand the policy on the use of force. They must be especially familiar with the rules governing the use of firearms (par. 113*b*).

## 90. Main Gate and Sally Port Guards

These guards are primarily responsible for the custody and control of prisoners while they are entering or leaving the stockade. Their major duties include the following:

- a.* Insure that no unauthorized person enters the stockade.
- b.* Identify persons wishing to pass through the gate before permitting them to pass.
- c.* Maintain a record of personnel and vehicles entering or leaving through the gate.
- d.* Search prisoners when they enter or leave the stockade. This is a frisk search which is conducted in the following manner:
  - (1) Require the prisoner to stand erect, feet spread about 2 feet apart, arms extended at shoulder height from the side (palms up), with his cap in his right hand (fig. 8).
  - (2) Search the prisoner's cap, with particular emphasis on areas under flaps and in the headband or visor, or other areas where unauthorized articles may be concealed.
  - (3) Search his shirt and upper body. Examine in sequence his left arm, right arm, collar, pockets, seams, and body trunk. Examine the seams and folds of his garments with a squeezing, rubbing

motion rather than patting. Carefully examine underarm areas.

- (4) Search his waist, trousers' waistband, fly, belt, crotch area, and legs in the order listed and in the manner described in (3) above.
- (5) Search his boots or shoes and socks by examining the soles of his shoes and running a finger around the inside top of his boots or shoes and socks.
- e.* Retain gate keys at all times while on post.
- f.* Allow no loitering around the entrance at any time.
- g.* Exercise caution in checking civilian workmen in or out of the gate. Inventory their tools when they are taken through the gate, and reinventory them as the workmen depart.
- h.* Check packages and receptacles.
- i.* Shakedown vehicles entering or leaving the stockade in the systematic manner described below:

- (1) Verify the identity of the driver and the reason for the vehicle entering or leaving the stockade. Require the driver to dismount from his vehicle and accompany the guard during the shakedown.
- (2) Use the following sequence in conducting the shakedown:
  - (*a*) Left front fenderwell and behind the wheel.
  - (*b*) Front bumper and grille.
  - (*c*) Hood. Raise it so that all areas in front of the radiator and around and on the motor can be scrutinized.
  - (*d*) Right front fenderwell and wheel.
  - (*e*) Interior of the cab, including areas behind and under the seat, and the glove or tool compartment.
  - (*f*) Underneath the right running board and body. This may be done with an improvised mirror device (figs. 9 and 10).
  - (*g*) Contents of the body.
  - (*h*) Underneath the left side of the body and running board.
- (3) After the shakedown has been completed, allow the vehicle to proceed. If the vehicle is entering the stockade, accomplish the requirements of *j* below before it enters the secured area.

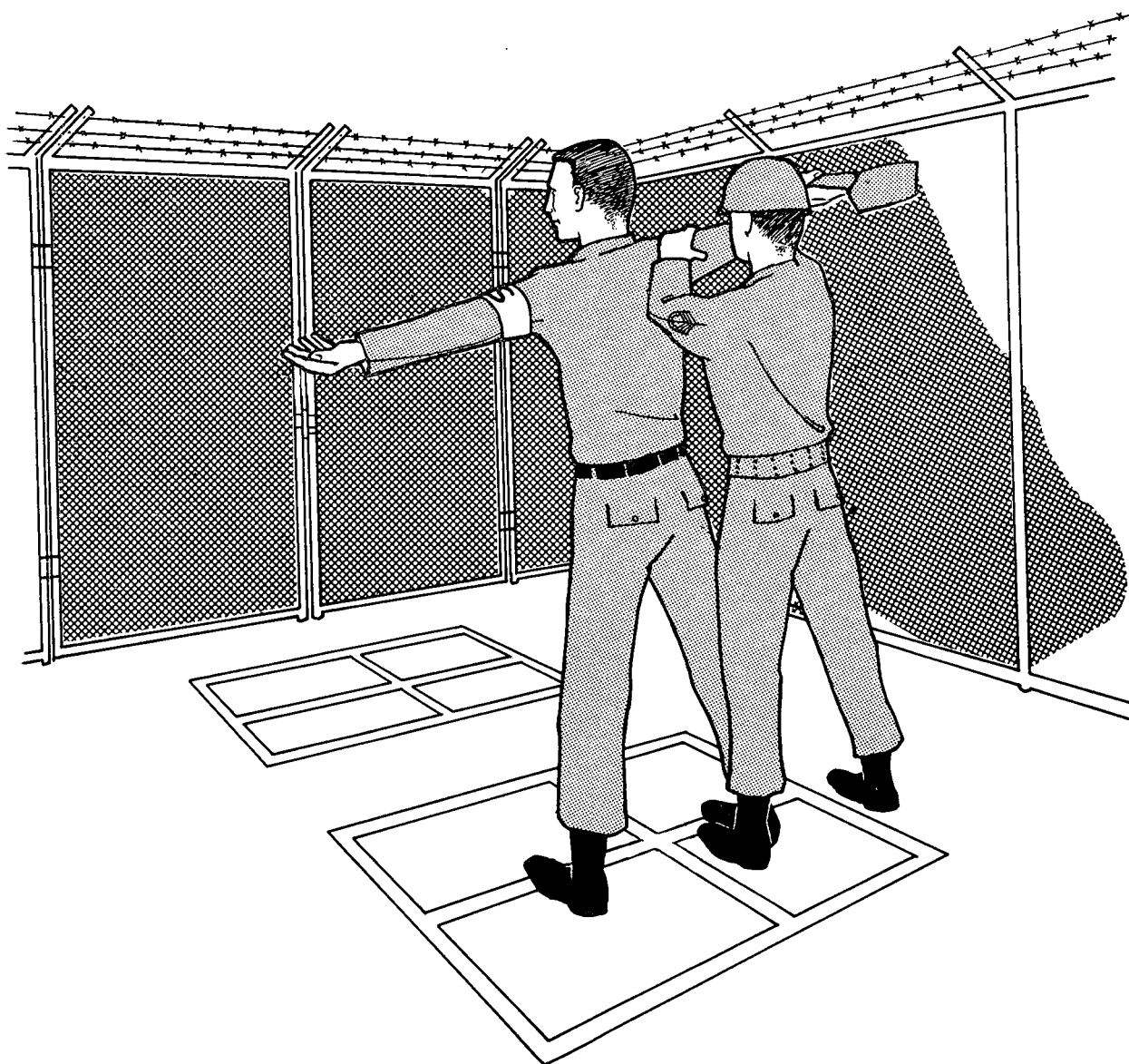


Figure 8. Prisoner in frisk position in sally port.

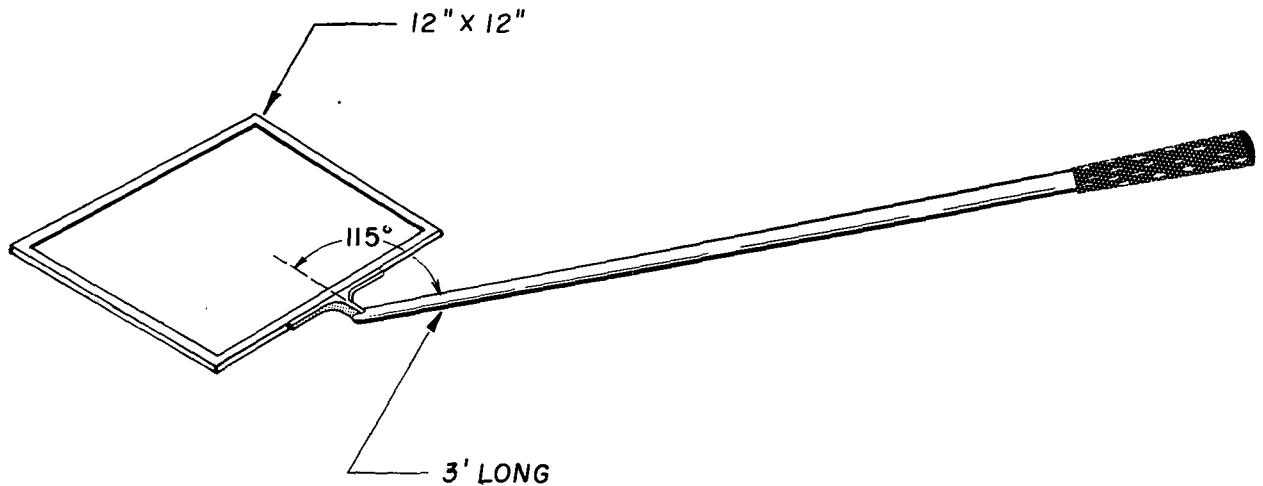


Figure 9. Improved mirror device.

j. Obtain necessary guards to accompany visitors, workmen, and vehicles while they are inside the stockade.

k. Maintain a weapons register and storage point for depositing weapons taken from visitors and guards.

l. Maintain a control board reflecting the number of prisoners physically outside the stockade.

m. Display tact, diplomacy, and courtesy when dealing with visitors.

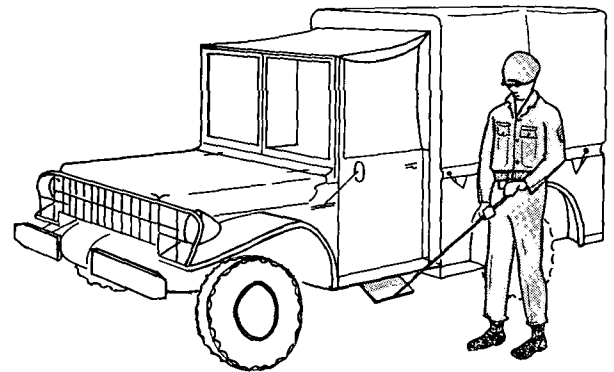


Figure 10. Using an improved mirror device.

## Section VI. DUTIES OF PRISONER GUARDS OUTSIDE A STOCKADE

### 91. General

This type of prisoner guard is normally detailed and not assigned to the stockade; however, he must be mature, physically fit, well trained, and confident of his ability to handle prisoners in any situation. He is normally detailed to escort and supervise prisoners on employment details, on appointments for interviews, at courts-martial, at medical facilities, and for other similar purposes.

a. The duties and responsibilities of these prisoner guards are as exacting and important as those of guards inside a stockade. They must be alert for any unusual actions or conduct by the prisoners, and by firm, positive leadership direct prisoners' actions to insure compliance with rules and regulations.

- (1) The problems discussed in paragraph 83 and other problems, such as a "slowdown"

in work or a "sit down," may be encountered. Firm, decisive action normally corrects the situation.

- (2) In the event a custody or control problem arises, the guard notifies the guard supervisor if possible; if the problem cannot be resolved in this matter, he returns with his detail to the stockade.

b. They should never become familiar or talkative with prisoners; conversation is limited to that necessary for the proper conduct of the detail.

c. They should not allow anyone to come between them and the members of their details or to talk, or give any object, to prisoners.

d. They should maintain and observe strict military courtesy; however, an armed guard in charge of a prisoner detail should not be required to salute.

## 92. Prisoner Guards of Employment Details

*a.* Before prisoner guards take charge of their details, the employment supervisor should orient them on the exact nature and location of the work to be performed; the identity and custody classification of each prisoner assigned to their details; special instructions on custody and control measures required; and other pertinent information. Following this orientation and after the guards verify the identity of each prisoner on their details, they should sign receipts accepting custody of the prisoners.

*b.* Their duties include the following:

- (1) Maintain custody and control of details.
- (2) Move details to and from employment areas.
- (3) Supervise the employment of prisoners, including the assignment of each prisoner to a specific part of the work to be accomplished.

*c.* They may be armed or unarmed, depending

upon the custody classification of the prisoners in their charge. If armed, they are usually armed with the riot-type shotgun. For the manual of arms for the riot-type shotgun, see appendix II.

*d.* During the conduct of details, armed guards should position themselves so that they can observe their details and are far enough away from the prisoners, six to eight paces, to preclude assault or disarming.

*e.* Only the guards give instructions to prisoners in their custody.

## 93. Prisoner Guards for Escorting Prisoners

Prisoner guards are assigned to escort prisoners from the stockade to other facilities and activities.

*a.* Their duties consist of maintaining custody and control and moving prisoners in their charge to and from designated places.

*b.* They may be armed or unarmed, depending on the custody classification and custodial requirements of the prisoners in their charge. If armed, they are usually armed with the pistol.

## Section VII. PRISONER MOVEMENTS WITHIN A STOCKADE

### 94. Control of Movements of Individual Prisoners

*a. Movement Without Guard Escort.* It is necessary at times to permit individual prisoners to move throughout the stockade without a guard. If a stockade has a sufficient number of prisoners and its physical layout permits, the confinement officer should establish an intrastockade pass system which authorizes the movement of prisoners to places of interviews, visits, examinations, and other authorized activities without a guard escort. These movements are under control in that authorization is required and the movements are supervised.

- (1) Requests for passes are made out in advance. These passes should be approved by the confinement officer or his designated representative.
- (2) A prisoner receives a pass from the starting place and carries it in his hand going to and coming from his appointment. The guards should check the pass as the prisoner enters and exits from doors and compounds to insure that he is en route to an approved destination and is not loitering. If the prisoner does

not return from an appointment within a reasonable time, the person initiating the pass immediately notifies the confinement officer.

- (3) Each person releasing, receiving, or passing a prisoner through gates or doors records the event in ink on the pass, including the time, place, and initials of the custodial personnel on duty.
- (4) The pass is collected upon the prisoner's return to his starting place and is filed in the administrative section for 60 days to provide a means of checking the prisoners' activities in the event of an incident involving him.

*b. Movement With Guard Escort.* When it is necessary to move a prisoner in administrative or disciplinary segregation or one classified in the maximum custody grade, he is escorted by a guard. A pass is not issued because the guard accompanies the prisoner at all times.

### 95. Control of Group Movements

*a.* Mass or group movements of prisoners to and from activities, such as work, mess, and recreation, should be orderly, punctual, and well supervised.

Disorganized, straggling, or poorly supervised movements encourage poor discipline and constitute custody hazards.

b. Procedures to control movements vary according to the physical layout of the stockade and the availability of personnel; however, the following procedures are basic to this control:

- (1) Form the prisoners in orderly units before a movement is started. Keep them in formation going to and returning from their destinations.
- (2) March the prisoners in step and at attention; do not tolerate talk or "horseplay."
- (3) The guards should be positioned so that they can see their entire detail at all times. Special alertness is required while

moving around corners or in corridors or blind spots. If one guard marches a unit, he should be at the rear and to the side of his group.

- (4) The guards should not permit persons or vehicles to pass between themselves and their prisoners or to cut through the line of prisoners.
- (5) Supervise movements to and from the recreation area in the same manner as any other group movement. Prisoners are inclined to run while moving to the recreation area. Running is dangerous in mass movements and conducive to mass disorders.

## Section VIII. PRISONER MOVEMENTS OUTSIDE A STOCKADE

### 96. Basic Considerations

a. The movement of prisoners from one place to another outside the stockade, whether it be an employment detail going to an employment site or a group of prisoners being transferred from a stockade to a disciplinary barracks, requires the use of established procedures and techniques so that custody and control can be maintained. The period of movement offers the greatest opportunity for an attempted escape; therefore, alertness, attention to duty, and adherence to proven procedures and techniques are essential.

b. Procedures and techniques discussed in this section apply to prisoners who are considered to require the maximum of physical restraint during movement; they also apply in general to prisoners considered to require lesser degrees of physical restraint. They may be modified as considered appropriate by the confinement officer or the commander directing the movement. The number of guards required for each type of movement depends upon the number of prisoners to be moved and the custodial supervision required.

c. Prisoners may be handcuffed at the discretion of the movement commander. However, handcuffing procedures should be established before the movement is made. Special precautions should be taken to insure that troublemakers, abnormal behavior cases, and escapists are not handcuffed to each other. In addition, they should be seated where they can be under constant observation.

### 97. Movement by Foot

Prisoners are moved by foot when the distance involved is short enough to justify this method or no other means of transportation are available.

a. The guards should maintain positions approximately six to eight paces from the prisoners. When more than one guard is required, one guard follows the formation and the others position themselves on the flanks. If only one guard is required, he positions himself to the rear and slightly to the right or left of the formation so that he has an unobstructed view of each prisoner.

b. The prisoners should be marched in a military manner on the left side of the road (facing the traffic) and far enough off the roadbed on the shoulder to make it difficult for a prisoner to escape by hopping onto a passing vehicle. When approaching an intersection, determine if the roadway is clear. If it is not clear, halt the detail at a distance from the intersection which would preclude its interference with traffic. When moving across a roadway, use a flanking movement in order to cross and clear the road in the shortest possible time.

### 98. Movement by Motor Vehicles

If prisoners are to be moved by motor vehicle, loose materials, such as equipment, tools, and pieces of wood, which can be used as weapons should be removed or secured before prisoners are loaded into the vehicle.

a. *Sedan or 1/4-Ton Truck.* Normally a sedan



or 1/4-ton truck is used if only one prisoner is to be moved. However, two prisoners of minimum or medium custody grades may be moved in a single sedan. When two or more sedans or 1/4-ton trucks are used, the two vehicles should be kept close together to prevent them from becoming separated. Intervehicular communications should be prearranged; e.g., a system of horn signals or radio communications may be used.

- (1) Determine the route of travel and, if practicable, make a reconnaissance of the route.
- (2) Remove the inside handles of the rear doors if this is considered necessary or practicable.
- (3) Assign two guards and a driver to each vehicle; one of the guards is armed, and the other guard is unarmed. Brief the driver on his duties, his conduct toward the prisoner, and anything he should know about the prisoner. Instruct the driver not to communicate with the prisoner unless otherwise instructed.
- (4) Perform the procedures listed below:
  - (a) Immediately after searching the prisoner, handcuff him with his arms in front of his body. If the prisoner is considered a custody risk, loop his belt over the connecting links of the hand irons. Fasten the belt with the buckle to the rear. Use the same procedures when two prisoners are being transported.
  - (b) Position the vehicle near the exit through which the prisoner is to come; park it away from crowds and heavy traffic.
  - (c) The armed guard keeps approximately six to eight paces from the prisoner and the unarmed guard.
  - (d) The driver places the guards' and prisoner's baggage in the trunk of the sedan or in a specified place if a 1/4-ton truck is used.
  - (e) The prisoner enters the vehicle first and sits in the left rear seat directly behind the driver. The unarmed guard enters the vehicle on the side opposite the prisoner and sits to his right on the rear seat. If there are two prisoners,

handcuff them together and use the same seating procedure. Do not handcuff prisoners to a fixed object in the vehicle.

- (f) The armed guard enters last and sits in the right front seat. He positions himself so that he can observe the actions of the prisoner.
- (g) In unloading, the armed guard dismounts first. The prisoner and the unarmed guard then dismount on the same side of the vehicle as the armed guard.
- (5) Should only one guard be assigned, the prisoner and the guard should sit on the rear seat with the prisoner on the guard's left away from his weapon.

*b. Truck.* Open-bed trucks are frequently used to move prisoners to and from employment sites.

- (1) Prearrange a system of communications between the guards and the driver. For example, one blow of the hand on the cab of the truck may mean start the vehicle and move out; a blow on the cab during movement may mean there is trouble, and the driver is to stop the truck immediately.
- (2) If tools are needed, designate a prisoner to carry them from the toolroom to the truck. Keep the tools and the prisoners separated during the trip.
- (3) Loading procedures described below apply when one or more guards ride in the truck bed with the prisoners:
  - (a) The driver lets down the tailgate.
  - (b) One guard hands his weapon to the driver and mounts the truck. The guard takes a position in a front corner of the truck bed and faces the rear of the vehicle. The driver returns the weapon to the guard. If there is more than one guard, they follow the same procedure.
  - (c) Direct the prisoners to mount one at a time and take seats alternately on the two sides. A space is left between the prisoners and the tailgate and between the prisoners and the guard.
  - (d) The driver raises and fastens the tailgate.

- (4) In unloading, the procedures are the reverse of those described in (3) above.

c. *Bus.* If a bus is to be used to transport prisoners, more elaborate precautions and procedures are required than for a truck or sedan movement.

- (1) If practicable, make a reconnaissance of the route prior to the movement.
- (2) Escort or guard vehicles should accompany all bus movements. One vehicle is positioned in front and one to the rear of the bus. The lead vehicle sets the pace; the speed is regulated to keep the bus and the guard vehicles sufficiently close to prevent another vehicle from entering the gap. A communications system for contact among the vehicles is prearranged.
- (3) Prepare a seating plan for use during the loading of prisoners.
- (4) Shakedown the bus for unauthorized items.
- (5) Bus windows may be opened, but must be blocked so that they cannot be opened more than 4 inches.
- (6) Have the baggage loaded under the close supervision of armed guards before loading the prisoners.
- (7) Instruct the driver not to communicate with the prisoners unless otherwise directed.
- (8) Frisk search the prisoners immediately before boarding.
- (9) Use the following loading procedures:
  - (a) Station a screen of guards around the bus to cover possible avenues of escape.
  - (b) Direct the prisoners to enter the bus in the order in which they are to be seated, and check them off the roster as they enter.
  - (c) An unarmed guard in the bus seats the prisoners from rear to front according to the seating plan. Except when granted permission to move, prisoners remain in their seats.
    1. Do not seat prisoners in the seat immediately behind the driver or next to an emergency door.

2. Insure that there is an empty seat between the unarmed guards and the prisoners.

- (d) Have the guards take their positions.

1. If the bus has cages, armed guards are stationed in them. Armed guards are *not* used on buses which do not have cages.
2. If the bus does not have cages, unarmed guards are stationed at the front near the driver and in the rear of the bus. Armed guards take their positions in the escort vehicles.

- (10) Use the following unloading procedures:

- (a) The armed guards dismount and take positions from which they can best guard the prisoners.
- (b) Then the prisoners file out of the bus in an orderly manner.

- (11) A comfort stop should be made in an isolated spot along the route which affords a clear line of vision and offers no natural incentives to escape, e.g., nearby obstacles, obstructions, or innocent parties. Discretion should be used so as to select stopping points which provide least opportunity for offending the passing public.

- (a) If escort vehicles are used, close them up bumper to bumper.
- (b) Use the unloading procedures described in (10) above.
- (c) Do not allow the prisoners to go on the highway side of the bus or to wander off.
- (d) Be especially alert during this period to insure that an escape is not made and that unauthorized items are not obtained.

- ★(12) When contracting for commercial bus service, it must be remembered that buses with latrines and blocked windows may involve extra charges if the contractor does not have buses already available with these facilities and modifications. When funds have

not been programmed for the requirements or when their cost is unrealistic, they should be omitted.

*d. Ambulance.* When moving prisoners by ambulance, the procedures described in *a* above apply, except that the armed guard is seated in the front seat and the unarmed guard is seated between the prisoners and the rear door. When

a prisoner who is certified by a medical officer to be a mental patient is being moved, only unarmed guards are used to assist the medical attendant in charge.

*e. Truck, Panel (Van).* When a van is used, the procedures in *a* above apply, except that a guard is not required in the rear of the van if the rear door is secured from the outside.

## 99. Movement by Rail

*a. One Prisoner.* Normally, two guards, one armed and one unarmed, are assigned to escort one prisoner by rail. For overnight travel, two guards are always assigned. The armed guard carries the necessary restraining devices and the keys to those devices. His weapon is magazine loaded, but he does not carry a round of ammunition in the chamber.

- (1) If prior arrangements have not been made, the senior guard contacts Armed Forces, civil, or railroad police in the station and asks them to provide escort through the station to the train. Every effort should be made to avoid crowds and contact with the public.
- (2) The senior guard informs the conductor that he has a military prisoner in custody and states his destination. If prior arrangements have been made, he requests the location of the seats; if prior arrangements have not been made, he requests the conductor to obtain seats.
  - (a) Select a car either directly in front or to the rear of the dining car so that the prisoner can be taken to the dining car without passing through other cars.
  - (b) A compartment should be reserved for the movement. If a compartment is not available, select seats near but not at the end of the car and convenient to the men's latrine. It is preferable to use seats which face one another.
- (3) If an Armed Forces train patrol is aboard, the senior guard briefs the patrol on his mission and requests the patrol's assistance in the event of an emergency.
- (4) Use the following procedures for boarding the train:
  - (a) Handcuff the prisoner. The prisoner and the unarmed guard enter the train; they are followed by the armed guard. The armed guard keeps his distance while boarding and never presents his right side to the prisoner.
  - (b) Instruct the prisoner to sit next to the window.
- (5) The guards take their seats as follows:
  - (a) The unarmed guard sits on the aisle side of the prisoner.
  - (b) If the seats face one another, the armed guard sits in the opposite seat across from the unarmed guard, thereby blocking the only avenue of escape. If it is not possible to obtain seats which face one another, the armed guard sits on the aisle side of the seat directly across from the unarmed guard.
- (6) If a prisoner desires to visit the latrine, the unarmed guard accompanies him into the latrine. The armed guard stations himself outside the latrine door and enters immediately if there is a sound of a scuffle or disturbance.
- (7) Whenever feasible, feed prisoners before or after regular passengers dine. If this cannot be accomplished, use the following procedures in the dining car:
  - (a) Prearrange with the steward to have a table reserved for the group.
  - (b) The prisoner and the unarmed guard enter the car followed by the armed guard.
  - (c) Seat the prisoner next to the window. The unarmed guard sits next to the prisoner. The armed guard occupies a seat from which he can observe the prisoner very closely; however, he is far enough away from the prisoner to preclude an attempt to obtain his weapon. Normally, this means that he takes a position at an angle from the prisoner. If the armed guard has to sit at the prisoner's table, he occupies the seat opposite the unarmed guard. Only the guards and the prisoner sit at the prisoner's table.
  - (d) The senior guard uses his own discretion and judgment as to whether the hand irons should be temporarily removed. If there is any danger or risk, do not remove the hand irons. If the prisoner is to eat while restrained, remove his belt from the connecting links of the hand irons.
  - (e) Be especially alert during this period, particularly when the hand irons have been removed from the prisoner.

- (8) If the prisoner is unruly, remove him from public view. Take him to the coach platform and warn him that if he continues to be unmanageable he will be placed in the baggage car and reported to the receiving installation where he will be subject to disciplinary action.
- (a) If the prisoner persists in this behavior, contact the conductor and arrange to place the prisoner in the baggage car. Do not force him through cars containing other passengers en route to the baggage car unless absolutely necessary; wait until the next stop if the situation permits and a scheduled stop is forthcoming. Then detrain with the prisoner on the side of the train away from other detraining passengers, and escort him to the baggage car. Although the prisoner is placed in the baggage car, the guards remain with him at all times.
- (b) If this arrangement does not solve the problem and the guards cannot handle the prisoner, request the conductor to wire ahead to the nearest military installation or, if this is not practicable, civil authorities and request assistance. Upon arrival at the location where the assistance is available, take the prisoner off the train and place him in confinement.
- (9) Guards should change duties (armed guard for unarmed guard) every 2 to 4 hours.
- (a) The exchange should *never* take place when they are nearing their destination. At that time, the prisoner's anxiety increases, and he may attempt to escape at the slightest opportunity.
- (b) The armed guard and the unarmed guard exchange duties by stepping into the aisle away from the prisoner. Then the armed guard hands his weapon, belt, holster, and the key to the hand irons to the unarmed guard. Caution must be taken during this changeover to keep the weapon away from the prisoner.
- (10) Upon arrival at the destination, the guards and prisoner detrain after the

other passengers. If personnel from the receiving agency do not meet the train, contact the Armed Forces or railway police for assistance in locating them and for safe escort through the station.

- (11) Upon reaching the receiving facility, effect the final transfer of the prisoner.

*b. Group of Prisoners.* If a group of prisoners is to be moved by rail, use the procedures contained in SR 55-150-11 and ~~SR 55-150-21~~. The security requirements in this type of movement, particularly during loading and unloading operations, are similar to those encountered in the movement of groups of prisoners by bus and military or chartered commercial aircraft.

## 100. Movement by Air

*a. One Prisoner.* The basic procedures to be used in moving a prisoner by commercial aircraft are similar to those used on a rail movement (par. 99a). In addition, the following procedures should be utilized:

- (1) Keep the prisoner out of public view as much as possible.
- (2) Board the aircraft and occupy the seats reserved for the movement.
- (3) Request the pilot to instruct the steward or stewardess not to engage in conversation with, or contact, the prisoner in any way.
- (4) At the discretion of the guards, hand irons may be removed from the prisoner during the flight.
- (5) Keep the prisoner in the aircraft until all other passengers have deplaned.

*b. Groups of Prisoners.* The procedures listed below are used in the movement of groups of prisoners by military or chartered commercial aircraft.

- (1) Search the aircraft for weapons, contraband, and other prohibited articles.
- (2) Insure that adequate supplies of water and food are loaded, if applicable.
- (3) Insure that adequate arms and restraining devices are provided and stored before the prisoners board the aircraft.
- (4) Insure that the baggage of prisoners and guards does not exceed the authorized limit designated in the orders. (It may be necessary to request additional baggage allowances for prisoners' records.)

- (5) Drive the vehicle containing the prisoners up to the aircraft so that they can be quickly unloaded from the carrier and loaded into the aircraft.
- (6) Keep prisoners out of public view as much as possible; keep them in the carrier until the aircraft is ready for loading.
- (7) One or two unarmed guards enter the aircraft and station themselves so that they can seat the prisoners as they enter. Unarmed guards are seated next to emergency exits. *TS (by CI)*
- (8) Search the prisoners prior to loading.
- (9) Load the prisoners in the following manner:
  - (a) Handcuff only those prisoners considered to be custody risks. Do not handcuff together prisoners who are known troublemakers or escape risks.
  - (b) Place a screen of guards around the aircraft covering all avenues of escape. If the loading is taking place at a military airport, contact the base complement air police for assistance in this matter.
  - (c) Direct the prisoners to enter the aircraft in the order in which they are to be seated. As they board, check them off the roster. An unarmed guard seats them according to the seating plan. Do not seat prisoners on the front and rear rows; these rows provide seats for the guards and a control space between guards and prisoners.
- (10) During the trip, keep weapons under lock in the pilot's compartment in a place designated by the pilot.
- (11) Hand irons may be removed after all exits to the aircraft have been locked; however, replace them when the situation requires it. They may be used during flight if the prisoners' conduct constitutes a hazard to the security of the aircraft, the crew, or guards. Remove the hand irons if it becomes necessary to abandon the aircraft.
- (12) The aircraft commander, usually the first pilot, is in charge of the aircraft. Guards may receive special instructions from him and pass them on to the prisoners.
- (13) Request the aircraft commander to keep his cabin locked during the flight to prevent the possibility of prisoners taking control of the aircraft.
- (14) With the concurrence of the aircraft commander, an officer or noncommissioned officer is posted in the pilot's cabin for liaison purposes.
- (15) If a steward or stewardess is provided by the chartered commercial aircraft, request the aircraft commander to instruct the individual not to engage in conversation with, or contact, the prisoners in any way.
- (16) When traveling by military aircraft, prisoners are normally briefed by the aircraft commander on the proper wearing of the parachute, when to wear it, and the method of operation. In addition, the guards are briefed on the possibilities of prisoners escaping through the aircraft's emergency exits.
- (17) At stops en route, post armed guards around the aircraft. If the guards cannot provide adequate control over the prisoners during stops, do one of the following:
  - (a) If the stop is anticipated before departing on the movement, arrange with the military or air police at a military installation or civil authorities at a civilian airfield to provide guards during the stop.
  - (b) If the stop was not anticipated, ask the aircraft commander to radio the airfield and request assistance from military, air, or civil police, as appropriate.
- (18) If an emergency or forced landing is necessary, the armed guards secure the prisoners. Request the aircraft commander to dispatch crew members to the nearest communications facilities to request assistance from local military or civil police and to notify the commanding officers of the receiving and losing confinement facilities concerning the situation.
- (19) When the aircraft lands, use the following procedures:
  - (a) Handcuff those prisoners considered to be custody risks.

- (b) Keep the prisoners in the aircraft until the baggage and records have been removed and placed in the waiting transportation.
- (c) Have the vehicle that is to take the prisoners to the confinement facility parked as close as possible to the exit of the aircraft.
- (d) Place a screen of guards around the aircraft.
- (e) Move the prisoners out of the aircraft and immediately into the waiting vehicle. Count the prisoners to insure that all of them are present.
- (20) Release the prisoners to the receiving agency. In some cases, due to the transportation schedule, <sup>ers (24/21)</sup> guards who accompanied the prisoners may not have time to take the prisoners to the confinement facility; in such situations, effect the final transfer at the airfield.

### 101. Movement by Ship

The procedures described below should be used in the movement of prisoners by ship.

- a. Preloading planning includes the following:
  - (1) The custody classification of the prisoners involved in the movement is determined prior to embarkation.
  - (2) The officer in charge of the movement conducts an orientation visit to the ship prior to the embarkation of prisoners.
  - (3) For billeting purposes, consider minimum custody prisoners suitable for passage in space similar to that assigned to ordinary troop passengers.
  - (4) Segregate homosexuals under sentence or awaiting trial from other prisoners. Homosexuals are accepted for movement in military troop transports only to the limit of their capacity for segregation.
  - (5) Psychotic prisoners are not accepted aboard any ship in excess of available facilities to afford special confinement for such prisoners.
- b. Inspect and shakedown prisoners' quarters.
- c. Personnel from the losing confinement facility take the prisoners to the pier where the ship is berthed. They release the prisoners and their records, personal property, and funds to the officer in charge of the movement or his representative who

signs a receipt indicating the exchange. After the receipt has been signed, movement custodial personnel are responsible for the prisoners.

d. Search the prisoners immediately following their boarding and secure them in their quarters before the other passengers embark. All prisoners should be kept under strict 24-hour guard.

e. At the outset, custody risks should be segregated from other prisoners by confinement in the ship's brig or in separate quarters under special guard.

f. Brief the prisoners on what is expected of them on the trip.

g. Insure that there are sufficient, strategically placed unarmed guards to keep the prisoners constantly in sight and under complete control whenever they use the corridors.

h. Insure that prisoners keep their quarters clean; inspect them periodically. Shakedown the prisoners' quarters when they vacate them temporarily.

i. Count the prisoners frequently.

j. Permit prisoners to smoke only under guard in designated places at designated times.

k. Make arrangements with the chaplain to hold religious services for the prisoners, and request assistance from special services personnel to keep the prisoners occupied.

l. Use the medical facilities of the ship when prisoners require medical attention.

m. Coordinate with the ship's security officer, the provost marshal, and the troop commander during the trip for any assistance that may be required.

n. Unloading procedures are normally carried out as follows:

- (1) Relieving custodial personnel board the ship and take over the custody and control of the prisoners.
- (2) A roll call is made to determine if all prisoners are present.
- (3) Arrange for the prisoners to leave the ship before other passengers debark. Handcuff only those prisoners considered to be custody risks.
- (4) Inspect prisoners' quarters for damage and cleanliness.
- (5) Search the prisoners for unauthorized articles.

## Section IX. HOSPITALIZED PRISONERS WARDS

### 102. General

The confinement officer and the commander of the installation medical facility should establish mutually acceptable standing operating procedures to govern administration and custody and control procedures in order that hospitalized prisoners wards can be managed efficiently and provide the greatest benefits to the prisoner patients.

### 103. Administration

The admission of prisoners to the hospitalized prisoners ward should follow essentially the same procedure as that used for other patients, except that necessary custody and control should be provided.

*a.* On occasions, as in the case of the transfer of a prisoner between hospital installations, prisoner patients may be brought direct to the hospital without going through the confinement facility. Standing operating procedures should provide for the notification of the confinement officer by the hospital receiving and admission officer of the prisoner's arrival.

- (1) A stockade representative checks the authority for the confinement of the prisoner patient admitted to the prisoner ward.
- (2) He searches the prisoner for unauthorized articles and takes unauthorized articles from him, issues a receipt for them, and turns them over to the confinement officer.

*b.* The stockade representative directs the prisoner to remove all of his clothing and to don hospital clothing before he is confined in the prisoner ward.

*c.* A stockade representative checks the patients in the hospitalized prisoners ward daily to confirm their confinement status. If a prisoner patient's sentence to confinement terminates while he is confined in the hospitalized prisoners ward, this representative initiates action immediately to change the prisoner's status to that of a regular patient.

*d.* Prisoner patients' mail is processed in the same manner as mail received at, or sent from, the stockade.

*e.* The commanding officer of the Medical Holding Detachment maintains a 201 file on prisoner

patients just as he does on other hospital patients. However, this does not relieve the confinement officer of the responsibility for maintaining a stockade file on the prisoner.

### 104. Operations

*a.* Normal stockade administrative routine pertaining to prisoner patients, such as payment of prisoners, deposit of their funds in their accounts, and reading courts-martial orders, should be conducted in the hospitalized prisoners ward as much as possible. If there is any doubt as to the advisability of performing an action, such as reading a sentence, the medical officer should be consulted. If the medical officer advises deferment of an action, a record of this deferment and the reason for it should be placed in the prisoner's 201 file.

*b.* The employment of prisoner patients in a hospitalized prisoners ward is a matter for coordination between medical personnel and the confinement officer.

### 105. Custody and Control

*a.* The confinement officer should insure that the hospitalized prisoners ward is secure.

- (1) The ward should be equipped with barred windows and doors and divided into sections or compartments when necessary to provide for the segregation of prisoners in accordance with their classification and the custody and control measures considered necessary.
- (2) Locks and locking devices on hospitalized prisoners ward doors should meet the requirements of AR 420-70.

*b.* The following rules and regulations are suggested for inclusion in the standing operating procedures for hospitalized prisoners wards:

- (1) Do not allow prisoners to smoke at any time outside the prisoner ward. Ambulatory patients are permitted to smoke only in the dayroom portion of the prisoner ward. Bed patients may smoke if this is authorized by hospital regulations.
- (2) Do not allow prisoners to visit other patients in the hospital. However, installation parolee patients may visit other patients upon the approval of the confinement officer.



- (3) Do not allow prisoners to make telephone calls or to send messages or telegrams except in case of extreme emergency and then only with the consent of the confinement officer.
- (4) Limit reading within the prisoner ward to that reading matter authorized by the confinement officer.
- (5) Ambulatory prisoner patients receive visitors only in the room set aside for that purpose, during visiting hours scheduled by the confinement officer, and under supervision. Bed patients receive visitors as authorized by mutual agreement of medical and confinement officers.
  - (a) Do not permit visits to conflict with appointments at clinics or other medical routine.
  - (b) Search prisoner patients prior to and following sessions in the visitors' room.
  - (c) Search the visitors' room for unauthorized articles before and immediately after each visit.
- (6) Do not allow night visits except under unusual circumstances and then only with the consent of the confinement officer.
- (7) March ambulatory prisoners in an orderly manner to the messhall for their meals at the scheduled hours. Prisoners unable to march to the messhall are fed in the ward.
- (8) Prisoners who desire to consult with a particular medical officer submit oral requests to the nurse on duty. Prisoners, desiring to have interviews with other than medical officers, submit written requests to the confinement officer.
- (9) Make provisions to hear complaints.
- (10) Installation parolees may be given bed space with open ward privileges as the hospital commander may direct. They may be given the freedom of hospital areas when this does not conflict with medical appointments or regulations.
- (11) So far as it is practicable and when the weather permits, take prisoners outside daily for exercise as approved by attending medical personnel; insure that they are escorted by custodial personnel. Plan recreation for prisoners when it is part of their treatment or considered advisable by the confinement officer.
- (12) Do not give medicine to prisoners for self-administration. A medical officer, nurse, or designated assistant administers each prescribed dose of medicine.
- (13) Do not keep medicine or bottles in the ward. Maintain only enough medicine, drugs, and other preparations on hand to meet the immediate requirements of the hospitalized prisoners ward. Securely lock these items in a medicine cabinet which is located in the locked ward office.
  - c. A standing operating procedure for custody and control purposes should be established for use in the hospitalized prisoners wards. It is suggested that the standing operating procedure include at least the following details:
    - (1) The confinement officer is responsible for the custody of prisoners confined in the hospitalized prisoners wards. He is also responsible for the custody of these prisoners when they are taken to other sections of the hospital for any purpose.
    - (2) Post one armed guard at the locked door to the ward. In addition, it is desirable to post an unarmed guard inside a ward where large numbers of prisoners are confined.
    - (3) Prisoners are released from the ward only by authority of the confinement officer.
    - (4) Insure that the prisoner ward door is securely locked at all times except while authorized personnel enter or exit from the ward.
    - (5) Keep the doors leading to the utility closet, kitchen, clothing room, and linen room locked at all times. The person in charge of the ward or the guard at the entrance to the ward keeps the keys.
    - (6) Inspect doors, locks, and bars to insure that they are secure and in working order.
    - (7) The armed guard loads and unloads his weapon outside the hospital at a designated loading and unloading point.
    - (8) Search prisoners entering or leaving the prisoner ward. Post a list of articles prisoners are authorized at the hospitalized prisoners ward door.

- (9) The confinement officer is responsible for posting guards for perimeter security when prisoners use the recreation yard.
- (10) Carefully inventory trays, cups, spoons, and mess equipment before and after each meal.
- (11) Post a list of the telephone numbers of officers concerned with the prisoners at the entrance to the ward.
- (12) Prevent the gathering of more than two prisoners in any individual room other than the dayroom.
- (13) Do not permit unauthorized personnel to enter the ward.
- (14) Count the prisoners periodically and know the whereabouts of prisoners at all

times. During each 24 hours, frequently inspect the ward for contraband and evidence of attempts to escape.

- (15) Immediately report escapes or missing prisoner patients to the provost marshal or confinement officer or his assistant.
- (16) In the event of a fire which necessitates the removal of the prisoners from the ward, evacuate them expeditiously to an area separated from areas designated for nonprisoner patients, and maintain custody of the prisoners.
- (17) When prisoners are transported by ambulance, the provisions of paragraph 98*d* apply.

## Section X. EMERGENCY PLANS

### 106. General

*a.* The confinement officer, in cooperation with the provost marshal and other staff officers, prepares and maintains emergency plans for the apprehension of escaped prisoners, fire prevention and evacuation, and quelling riots and disorders. These plans should be reviewed periodically to insure complete coverage and up-to-date information.

*b.* He should anticipate emergency situations, such as those discussed in this section, by thorough prior planning and coordination, including preparation of appropriate procedures to be followed, assignment of job positions, training of personnel, and rehearsals to insure the adequate and timely implementation of emergency plans.

*c.* It is essential that the installation provost marshal and military police units support the stockade in implementing these plans.

### 107. Apprehension Plan

*a. General.* Escapes may occur at any stockade through deficiencies in physical facilities, personnel, or both. However, they can be prevented in most instances through the training of custodial and guard personnel and continual review of physical facilities and restraints. An understanding of the more common motivations for escape aids confinement personnel in recognizing symptoms of these factors and taking preventative action. Some of these motivations are—

- (1) *Bad news from home.* Death or illness of close relatives and financial difficulties are frequently motives for escape. Bad news is often noted during the inspection of mail; it should be referred promptly to the confinement officer.
- (2) *Harassment by guards.* Even with the careful selection of custodial and guard personnel, a guard might be guilty of deliberately or unconsciously harassing a prisoner by taunting, insulting speech or actions, or causing unnecessary actions by prisoners. This motive can be prevented or alleviated by careful supervision of personnel who come into close contact with prisoners.
- (3) *Release anxiety.* This occurs occasionally just before the expiration of a prisoner's sentence to confinement. Symptoms of this state of mind are nervousness, irritability, frequent questions about release, and moodiness. This motive can be alleviated through counseling and pre-release interviews.
- (4) *Satisfaction of physical urges.* Prisoners who are addicted to narcotics, who are chronic alcoholics, or who possess abnormal sexual urges may experience physical or psychological reactions shortly after their confinement. This may be a motive for escape. Report nervousness, irritability, or symptoms of narcotic or

alcoholic withdrawal to the confinement officer. Frequently, medical treatment is required to alleviate the condition.

*b. Preparation and Coordination.* The apprehension plan should be fully coordinated with all units and agencies concerned, including coordinated training of personnel and periodic tests of the effectiveness of the plan. As a minimum, the following provisions are included in the plan:

- (1) Maintaining a map of the installation which reflects the provisions of the apprehension plan.
- (2) Securing the remaining prisoners.
- (3) Notifying the confinement officer, the installation provost marshal, and other personnel designated in the plan.
- (4) Posting guards at critical points along probable escape routes outside the stockade.
- (5) When escape has been effected through damage to buildings or fences, securing the avenues of escape until the necessary repairs have been accomplished.
- (6) Taking a roll call of prisoners to determine the identity of the escaped prisoner.
- (7) Planning for pursuit, including search parties and areas of search.
- (8) Obtaining from the personal property of the escapee and the stockade files information and photographs which might aid in apprehension.
- (9) Coordinating with the installation provost marshal to expedite execution of the plan and notification of civil authorities.
- (10) Investigating the escape to determine the person responsible for the escape and the means of escape.

## 108. Fire Plan

This plan should be prepared in two sections. One section contains a fire prevention program, and the other section contains an evacuation and immediate action plan to govern the activities of assigned personnel in the event of a fire (AR 420-90 and TM 5-687).

*a. Fire Prevention Program.* The program should include, but not be limited to, the following provisions:

- (1) Prohibition against the careless use of smoking materials; e.g., smoking in bed,

careless disposal of lighted matches, and smoking near combustible materials.

- (2) Storage of combustible materials.
- (3) Posting of "no smoking" signs at appropriate places.
- (4) Suitable disposal receptacles for cigarettes and matches.
- (5) Installation and operation of a fire alarm system, including a manual alarm system.
- (6) Adequate fire extinguishers and other fire fighting equipment located as directed by the installation fire marshal. Insure that this equipment is inspected in accordance with AR 420-22.
- (7) Instruction of confinement and prisoner personnel in the use of fire fighting equipment on hand.

*b. Evacuation and Immediate Action Plan.* This plan is based on the fact that the saving of life is paramount and that the custody of prisoners and the saving of Government property are of secondary importance. The plan should include, but not be limited to, the following procedures:

- (1) Sounding the fire alarm. In orientation and training situations, stress the importance of this being the first action to be taken upon discovery of a fire.
- (2) Notifying the fire department. This action is taken by designated personnel.
- (3) Opening all cell and emergency exit doors. Assign personnel designated by job title, including principals and alternates, to open cell and emergency exit doors.
- (4) Evacuating prisoners into the stockade or hospitalized prisoners ward compound or to a predetermined area or building. Assign designated personnel, including principals and alternates, to defined areas to supervise the evacuation of prisoners from those areas.
- (5) Notifying the confinement officer, the installation provost marshal, the officer of the day, and other individuals designated in the plan.
- (6) Notifying the hospital.
- (7) Taking necessary steps to extinguish the fire until fire department personnel arrive. Designate personnel, including principals and alternates, to use specified fire fighting equipment.

- (8) Removing essential records. Assign specific tasks to designated personnel, including principals and alternates.
  - (9) Conducting a roll call of prisoners as soon as possible.
  - (10) Obtaining additional guards as required from designated units.
  - (11) Insuring that plainly marked duplicate sets of keys to all doors are always available, and insuring that all custodial personnel are familiar with their locations.
  - (12) Insuring that appropriate boltcutters are available at those locations at which lock or key failure might prevent the immediate evacuation of prisoners.
  - (13) Conducting fire drills at least twice a month. During fire drills, unlock and open all cell and emergency doors. In addition, evacuate prisoners to the designated evacuation area.
- ★ (5) Employment of measures of force and the employment of emergency equipment, such as riot control agents, water under high pressure, and weapons (include the written authority of installation commander concerning the use of weapons).
  - (6) Designation of units which will furnish additional guard personnel.
  - (7) Action to be taken to quell disturbances which occur outside the stockade.
  - (8) Investigation to determine the cause of the disturbance, the ringleaders, and the action recommended to prevent a recurrence.

c. Each emergency control plan should be tested as frequently as practicable but at least twice a year. If a major change is made in the emergency control plan, the revised plan should be tested as soon as practicable.

★ d. The emergency plan should preclude the use of the combustible heat-producing grenades in flammable buildings.

★ e. Emergency control plans should be published over a command line to insure their dissemination to all agencies concerned.

## 109. Emergency Control Plan

a. The emergency control plan is designed to guide the actions of personnel being utilized to quell a disturbance. It should be based upon the types of disturbances and control measures discussed in paragraphs 111 through 114.

b. The plan should include, but not be limited to, the following provisions:

- (1) Notification of the confinement officer, the installation provost marshal, the officer of the day, and other individuals designated in the plan.
- (2) Segregation of prisoners involved in the disturbance an isolation of the area involved.
- (3) Removal of uninvolved prisoners from the buildings or areas involved.
- (4) Isolation and removal of ringleaders.

## 110. Employment of the Guard Reserve

a. A guard reserve should be maintained for the stockade for use in the event of emergencies, such as escapes, disorders, fires, or similar occurrences. It may be composed of guard personnel in an offduty or standby status, stockade administrative personnel, personnel from other units of the installation, or a combination of these personnel.

b. The guard reserve should be trained in the emergency plans of the stockade. In addition, it should participate periodically in rehearsals of the different emergency plans.

# Section XI. TYPES AND CONTROL OF DISTURBANCES

## 111. Types of Disturbances

a. *Disorders.* Disorders may be unorganized or organized. They do not possess the violent

nature of riots; if they are not controlled promptly, however, they may develop into riots either through leadership and organization or

by a natural development through group hysteria.

- (1) *Unorganized.* Unorganized disorders are characterized as being spontaneous in nature. They begin as the result of actions of an individual or for the reasons listed for unorganized riots (b (1) below). Their prompt control is essential.

- (2) *Organized.*

- (a) *Demonstrations.* Demonstrations are the actions of a group of persons whose behavior, while not violent, is in conflict with persons in authority. They are characterized by unruliness and vocal expressiveness without violence. Demonstrations are organized to express dissatisfaction with food, clothing, living conditions, treatment, or other conditions.
- (b) *Refusals to work or to eat.* Prisoners collectively or individually may refuse to work or to eat as a means of harassing stockade personnel or in an attempt to gain concessions. The prompt isolation of participants from the main prisoner body and the segregation of these individuals from their ringleaders usually control this type of disorder.
- (c) *Work slowdown.* Prisoners may deliberately slow down their work to delay the completion of employment projects or to harass stockade personnel. Disorders of this type can be controlled in the same manner as outlined in (b) above.
- (d) *Damage or destruction of property.* Prisoners frequently damage or destroy property to harass stockade personnel or to impede or prevent normal operations. Identification, isolation, and segregation of personnel involved usually control this type of disorder.

b. *Riots.* Riots may be unorganized or organized.

- (1) *Unorganized.* Unorganized riots are characterized at their inception as being spontaneous in nature. They may begin as a holiday celebration, a group singing, or other type of gathering which might lead to group hysteria. Under determined leadership, the pattern of such a disturbance may be changed to that of an organized riot.
- (2) *Organized.* Military prisoners can readily form themselves into quasi-military groups. These groups are capable of developing plans and tactics for organized riots and disorders. Organized riots are usually instigated for the following purposes:
  - (a) *Escape.* A riot may be organized either as a diversion for an escape attempt by selected individuals or small groups or for a mass escape attempt. Rapid isolation of the scene of the disturbance precludes such attempt to a large degree.
  - (b) *Grievance protests.* Grievance protests may be organized as riots. Under normal circumstances a riot for this purpose is not of an extremely violent nature initially; however, it becomes violent as the leaders attempt to exploit any success of the riot or weaknesses of the stockade.

## 112. Basic Principles of Control of Disturbances

The basic principles of control which are discussed below are generally applied in the order in which they are listed; however, they may be applied concurrently.

a. *Isolation of Personnel.* Personnel involved in the disturbance should be isolated from other persons who may have attempted to join the disturbance. This serves to limit the number of persons involved and to aid in establishing control more readily. Isolation should be accomplished immediately after the inception of the disturbance since organized disturbances may involve prearranged plans for

personnel in other compounds or on employment details simultaneously to initiate a separate disturbance or join the principal disturbance. It may be undertaken by means of barriers, such as existing fences; by the physical intervention of personnel; or by denying mobility to other personnel who may wish to participate in the disturbance.

*b. Dispersion of Personnel.* Personnel involved in the disturbance should be dispersed as individuals or small groups so that they cannot function as a cohesive group. It may not be feasible to obtain the degree of dispersion desired between individuals or groups because of limited space. Under such conditions, the desired results may be obtained by immobilizing and rendering ineffective individuals and groups by forcing them to lie on the ground, to assume the wall search position, or to enter segregation cells.

*c. Prevention of Assemblage.* This principle is normally applied in conjunction with the principle of dispersion of personnel. Once the participants have been dispersed or rendered ineffective, they must not be allowed to rejoin the disturbance. This may be accomplished by removing them from the scene or utilizing other means of preventing them from rejoining the disturbance.

*d. Identification, Isolation, and Removal of Ringleaders.* When a disturbance begins, action should be initiated to identify ringleaders and to isolate and remove them from the disturbance. This action is undertaken in conjunction with the principles outlined above. It may not be possible to remove ringleaders until the disturbance has been brought under complete control.

### **\*113. Policies Concerning Use of Force at Army Confinement Facilities**

AR 210-175 contains Department of the Army guidance regarding the use of force and the action to be taken by guard personnel when prisoners attempt escape through, under, or over fences or walls of an Army confinement facility.

*a. Commanding Generals of zone of interior armies implement AR 210-175 with respect to*

class II activities on class I installations (AR 10-50).

*b. Specific representatives of the installation commander or United States Disciplinary Barracks commandant may be designated on orders as persons authorized to direct the use of firearms and riot control agents in the event of a riot or disorder. It is appropriate for installation commanders to designate their provost marshals as their representatives for this purpose.*

*c. An incident which involves prisoners taking hostages and/or demanding concessions does not preclude the application of force. However, these incidents should be reported immediately to the installation commander or United States Disciplinary Barracks commandant.*

### **\*114. Use of Force**

When it becomes necessary to use force, it should be exercised according to priorities of force and limited strictly to that degree deemed reasonable and necessary under the particular circumstances. The application of any or all of the priorities of force, or the application of a higher priority of force without first employing a lower priority, depends upon the situation encountered during a particular disorder.

*a. General.* Specific instruction on use of force should be incorporated in appropriate orders and plans at the confinement facility. In applying any measure of force, only that degree of force deemed necessary under all attendant circumstances may be used.

*b. Measures for Use of Force.* The following measures may be applied in controlling prisoners. They will be applied in whatever order is appropriate to the situation which requires their use:

- (1) Physical restraint.
- (2) Show of force.
- (3) Riot control formations.
- (4) High pressure water.
- (5) Riot control agents.
- (6) Firearms.

*c. Physical Restraint.* The restraint of a prisoner by a laying on of hands will be utilized only in self-defense, to prevent an escape, to prevent an injury to persons or property, or to quell a disturbance. In controlling or moving an unruly prisoner, sufficient custodial personnel must be used to preclude the necessity for striking or inflicting bodily injury on the prisoner.

*d. Show of Force.* A show of force consists of demonstrating to personnel engaged in a riot or general disorder the personnel, equipment, and facilities that are available for use in quelling the riot or disorder. It emphasizes to participants in the riot or disorder that authority prevails, that means are available to restore order by the vigorous application of force, and that order *will* be restored.

- (1) This force consists of sufficient personnel and equipment to apply the measures of force required by the situation.
- (2) If the commander decides that the riot or disorder has not reached the state of overt violence whereby lives and the security of the facility are in danger, he attempts to reason with ringleaders of the riot or disorder prior to the further application of force.
  - (a) He informs them of the forces, equipment, and facilities available to re-establish control and of the futility of continuing the riot or disorder. (This is not to be interpreted as condoning bargaining or making concessions.)
  - (b) If this fails, he issues an order to personnel engaged in the riot or disorder to terminate their actions.
  - (c) If the actions listed in (a) and (b) above fail to achieve the desired results, or if it is deemed impossible to reason with ringleaders or personnel involved in the riot or disorder, he immediately applies stronger measures of force.

*e. Employment of Riot Control Formations.* Riot control formations should be used to disperse and segregate personnel involved in a riot or disorder in order to regain complete control of the situation.

- (1) The riot control formations and tactics outlined in FM 19-15 may be used as a basis for composing formations suitable for use in the individual confinement facility. The basic principles and techniques for employment of these formations remain the same. Their strength and configuration will be dependent upon the size, location, and design of the facility.
- (2) In preparing emergency plans, each responsible officer should determine those formations he requires. They should be rehearsed as often as practicable (par. 109).

*f. Use of Water.* Water from firehose may be effective in moving groups on a narrow front, such as a cell block passage or a narrow area between buildings. It may be used to force a group to abandon an open area such as a recreation yard, if used in cooler months of the year, when the discomfort of drenching is magnified by low temperatures.

- (1) Water under high pressure must be used with caution because it can damage sensitive portions of the body such as eyes and ears.
- (2) When employing water in flat trajectory, its full force should be directed toward the lower torso and legs of participants in the riot or disorder.
- (3) To provide protection of equipment and personnel being used to re-establish control, water under high pressure should only be used against participants in a riot or disorder in conjunction with riot control formations.
- (4) When the confinement facility does not have high pressure water facilities and/or equipment available to it,

arrangements should be made with the installation engineer officer for use of such equipment when required. Arrangements should include qualified operators. These plans should be included in the emergency control plan (par. 109).

*g. Employment of Riot Control Agents.* Riot control agents are used only on the authority of the installation commander or his representative. A copy of orders designating a representative should be included in the emergency control plans (par. 109). Riot control agents, like water, should be used in conjunction with riot control formations (*f*(3) above).

*h. Use of Firearms.*

- (1) *To prevent escapes.* The following concerns the use of firearms to prevent an escape from a confinement facility and should be incorporated in guard orders, particularly those of perimeter and tower guards. The use of firearms to prevent an escape is justified only when there is no other reasonable means to prevent the escape. If a prisoner attempts to escape from the confines of the facility, the guard detecting the attempt acts according to the following priorities:
  - (a) He alerts other guard personnel of the attempted escape by blowing three short blasts on his whistle or by sounding other appropriate alarm signals.
  - (b) In a loud voice, he calls twice for the prisoner to halt.
  - (c) He fires only when the prisoner has freed himself of all barriers of the confinement facility and is continuing his attempt to escape. The guard aims to disable rather than to kill the prisoner.
- (2) *On employment details.* Instructions for the use of firearms by guards on employment details are generally the same as those for the use of firearms

at the confinement facility proper. Caution and good judgment control the use of firearms in preventing the escape of prisoners.

- (a) Firing on a prisoner to prevent his escape is justifiable only as a last resort.
- (b) If a prisoner attempts to escape, the guard calls "HALT!" If the prisoner fails to halt after the call is **repeated once**, and if there is no other effective means by which to prevent the escape, the guard fires on the prisoner to disable rather than to kill him.
- (3) *To control riots or other general disorders with selected marksmen or full firepower.* Fire by selected marksmen or full firepower is used only on the order of the installations commander or his representative. A copy of orders designating representatives should be included in the emergency control plan (par. 109). Firepower will be used only as a last resort in accordance with AR 210-175. An individual using firepower runs the risk of committing a homicide in violation of the Uniform Code of Military Justice (see par. 197b, Manual for Courts-Martial, United States, 1951). When firepower is used the aim will be to disable and not to kill.
  - (a) *Use of firepower by selected marksmen.* Use selected marksmen to fire only on groups and individuals in a riot or other general disorder who are committing acts which endanger the lives of other prisoners or personnel being used to quell the riot or disorder, or against prisoners who are attempting to take advantage of the situation to escape.
  - (b) *Use of full firepower.* If the responsible officer determines that the riot or disorder has progressed to the point where the lives of the security force and the security of the



stockade are seriously endangered and all other means of control have been ineffective, he may utilize the full firepower of the security force

as directed by the installation commander or his representative. When firepower is used, the aim will be to disable and not to kill.

## CHAPTER 6

### CORRECTIONAL TREATMENT

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#### Section I. GENERAL

##### 115. Introduction

*a.* The mission of personnel operating Army confinement facilities includes rehabilitation training of prisoners. This goal is achieved primarily through the successful accomplishment of the correctional treatment of individual prisoners.

*b.* Of prime importance to successful correctional treatment and rehabilitation is the realization by the prisoner that he has committed an act which is wrong in the ethics of society and that through his own efforts, with the aid of correctional treatment, he can resume his normal place in society as a useful soldier or citizen. The prisoner must understand his personal problems, the causes of delinquency, the necessity for changing his attitude, and a redirection of his efforts to conform to the rules of society and the service. These realizations are accomplished primarily through counseling and training with particular emphasis on assisting prisoners to solve their personal problems and to develop desirable attitudes (par. 127).

★ *c.* The correctional facility is responsible for furnishing an atmosphere conducive to change. It is paramount that when discharged from the facility a prisoner leave with less hostility than he had when he arrived. Firm discipline is expected, however, actions that can be interpreted as harassment or those that tend

to degrade the individual must be avoided. That all individuals are worthwhile and that the dignity of man is respected, is a basic philosophy that must be incorporated in any successful treatment program.

##### 116. Definition

Correctional treatment may be defined as the discovery of causes of delinquency through professional evaluation and study of the individual and the application of corrective measures to eliminate conditions which contributed to delinquency and improve the individual's capability and motivation for useful, law-abiding citizenship.

##### 117. Objectives

*a.* Objectives of correctional treatment in any system involve the discovery and correction of problems and deficiencies which contribute to delinquency; the rehabilitation of the individual for useful, law-abiding citizenship; and the improvement of his capabilities and opportunities for successful readjustment upon release from confinement.

*b.* The objectives of military correctional treatment include selection and preparation of qualified prisoners for return to active military service, and orientation and preparation of others for return to civilian life as more useful citizens.

#### Section II. PRINCIPLES AND APPLICATION OF CORRECTIONAL TREATMENT

##### 118. Essential Elements of Correctional Treatment

The experience of military and civilian correctional agencies has demonstrated that an effective correctional treatment program in a confinement facility must be based on individualized treatment, fitting it to the needs of the

individual, rather than the offense, and that the treatment program should include the following elements:

*a.* Professional evaluation and study of the individual and his background.

*b.* The determination of custody requirements and treatment program for the indi-

vidual on the basis of the results of the professional evaluation.

c. The gearing of custodial and disciplinary procedures to the overall treatment and rehabilitation objectives.

d. Adequate provision for the health and welfare of prisoners, including medical service, food service, clothing, health and comfort supplies, correspondence and visits with family, and assistance in solving legal and personal problems.

e. Provision for constructive work which teaches habits of industry and work skills; training geared to the ultimate disposition of the individual (return to duty or discharge to civilian life); individual and group counseling or therapy, as needed for corrective purposes; and adequate facilities and opportunities for occupation of leisure time, including athletics, reading material, etc.

### 119. Professional Evaluation

The confinement officer evaluates a prisoner on the basis of all pertinent information compiled on the prisoner, the confinement officer's professional knowledge and experience, and the requirements of the Army. This evaluation establishes basic facts and interpretations concerning the prisoner's offense, habits, discipline, intelligence, aptitudes, personality, and potential for retention in the military service.

a. The confinement officer's sources of information include—

- (1) Personnel assigned to the stockade who have come in contact with, or observed, the prisoner. They provide information on the actions and attitudes exhibited by the prisoner since his confinement.
- (2) The prisoner's unit commander. He provides information on the prisoner's performance of duty, discipline, character, and attitudes while in the unit; his relationships with other personnel in the unit; and other factors pertinent to the prisoner or his offense.
- (3) Personnel of the Mental Hygiene Consultation Service. These personnel

provide a psychiatric evaluation of the prisoner (par. 18a (1)). They also prepare a final psychiatric evaluation of those individuals who are unfit for retention in the military service because of mental or personality disorders.

- (4) The chaplain. The privileged nature of communications between the chaplain and the prisoner must not be violated. Quite often the chaplain obtains information regarding family environment and personal problems which he may not and should not reveal. In areas other than these the chaplain provides information and data obtained during interviews with the prisoner (par. 15c).
- (5) The medical officer. He provides information on the physical condition and limitations of the prisoner and on other pertinent factors (par. 18a).
- (6) Other individuals and agencies interested in, or concerned with, the prisoner. They may provide background or family information.
- (7) Records of the Federal Bureau of Investigation and the prisoner's hometown police department.
- (8) Other records, such as the prisoner's 201 file, applicable Red Cross records, and stockade records.

b. There is no established formula for accomplishing the evaluation; no two prisoners are alike even though their offenses and motives may appear to be similar.

### \*120. Counseling

a. The success of correctional treatment depends to a great extent upon the success achieved by confinement personnel and others in the counseling of prisoners. Counseling should be used to assist prisoners in identifying and solving their problems, and as a step in aiding prisoners to change their attitudes and behavior. Prisoner counseling is a series of contacts with a prisoner in which the prisoner is offered assistance in defining his problems, seeking solutions, and changing his attitudes and behavior.

b. An attitude is a person's predisposition to act, think, and feel toward something. Behavior is anything that a living person does. Thinking, feeling, acting, or doing are all examples of behavior. Behavior is based on attitudes and attitudes are reinforced by behavior. Counseling seeks to assist a person in changing his attitudes and hence his behavior. For this reason, the confinement counselor must have a knowledge of attitude formation and the dynamics of behavior.

c. Counseling in a military confinement facility may be of two types: *general*—objective guidance by mature confinement personnel in areas of their experience and *special*—guidance by professionally trained persons in areas of their professional training and experience (par. 125f). Only members of the Mental Hygiene Consultation Service perform psychiatric counseling of prisoners.

## 121. Observation of Prisoners and Reporting of Actions and Attitudes

A prisoner is controlled and supervised throughout his confinement by personnel assigned to the stockade.

a. Each person assigned to the stockade observes prisoners for evidence pertaining to the following factors:

- (1) *Appearance*. Is the prisoner clean, neat, and well dressed?
- (2) *Bearing*. Does the prisoner have a military bearing, or does he slouch or slump?
- (3) *Conduct*. Has the prisoner exhibited insolent or insubordinate conduct?
- (4) *Demeanor*. Is the prisoner cocky, sulen, depressed, or exhilarated?
- (5) *Efficiency*. How well does he accomplish his assigned tasks?
- (6) *Health*. Does the prisoner appear to be in good health? Is he flushed, pallid, nervous, or dull? Does he have a visible injury or symptoms of an injury, such as a limp? Does he manifest symptoms of alcohol or drug addiction?

b. Notes are prepared on these observations when deficiencies are noted, including the time,

date, and place involved, and forwarded through the correctional treatment NCO for inclusion in the prisoner's 201 file.

c. The correctional treatment NCO informs the confinement officer of any report indicating significant changes in the factors listed in a above.

## 122. Reevaluation

The correctional treatment of a prisoner is a continuing process of evaluation and reevaluation as additional information becomes available. If a reevaluation indicates that a significant change has taken place in a prisoner, his correctional treatment should be modified to reflect the current evaluation.

## 123. Application of Correctional Treatment Principles

The confinement officer's evaluation of the prisoner provides him with the data needed to determine the correctional treatment required and the specific course of action to be taken by the stockade staff.

a. The first consideration is whether the prisoner has a potential for further military service. If the evaluation indicates that the prisoner is unfit or unsuited for military service, he should be administratively eliminated.

b. If the evaluation indicates that the prisoner has a potential for further military service, the following factors should be considered in determining the specific correctional treatment to be utilized:

- (1) *Employment program*. Will the prisoner and the service benefit more from constructive group labor projects, such as gardening and installation maintenance, or from individual on-the-job training which combines useful labor with further training and experience in his MOS or a different MOS?
- (2) *Training*. Does the prisoner require individual training in some areas in addition to group retraining?
- (3) *Education*. Does the prisoner have an educational deficiency which can be remedied by available courses and facilities?

- (4) *Medical.* Does the prisoner possess physical deficiencies which can be readily corrected by medical treatment? Is it considered advisable for him to participate in programs of the Mental Hygiene Consultation Service?
- (5) *Religion.* Does the prisoner need individual religious or character guidance counseling?
- (6) *Off-duty activities.* Do the prisoner's personality and attitude indicate that he should be guided into a particular off-duty activity?
- (7) *Military and civilian welfare agencies.* Does the prisoner have family or financial problems with which he can be assisted by welfare agencies, such as Army Emergency Relief or Red Cross.

## 124. Prerelease Interview and Counseling

An interview between the prisoner and the confinement officer, a commissioned officer representative of the prisoner's unit, and a mem-

ber of the Mental Hygiene Consultation Service is conducted 5 to 10 days prior to the prisoner's release. The representative of the prisoner's unit should be his commanding officer, his platoon leader, or another officer who has a sincere interest in the prisoner's future.

a. The purpose of this interview is to assist in the transition between the prisoner's release from confinement and his return to duty with his unit. Use of the chaplain in this interview and counseling period may assist in this transition.

b. During this interview, the confinement officer and the unit representative review with the prisoner his duties and responsibilities and the treatment he will receive following his release. The first few days after a prisoner's release from confinement are the most critical for him; for example, during this period he may develop an impulse to go AWOL. This tendency can be minimized if he understands what he can expect and what is expected of him. Therefore, this counseling assists the prisoner in making a satisfactory adjustment following his release.

## Section III. TECHNIQUES OF INTERVIEWING AND COUNSELING

### \*125. General

a. Prisoner counselors are selected by the confinement officer from among the mature noncommissioned officers of the stockade. Counselors will normally be assigned to the correctional treatment branch and work under the direct supervision of the confinement officer or assistant confinement officer. Counselors should coordinate their activities on a regular basis with Mental Hygiene Consultation Service personnel. (Officers and civilians may participate in group counseling (par. 127g).) Sufficient counselors should be appointed so that each will have sufficient time to contact every prisoner assigned to him at least twice a week, and to make additional contacts as requested by the prisoners. A reasonable load of counselees may be from 30-50, with dispersion of the stockade's physical facilities being a factor in assigning a lesser number.

b. During initial contacts with the prisoner,

the counselor may offer to assist him with personal or administrative problems. Though these problems may be minor, they may be of great significance to the prisoner. They could involve pay adjustments with the Finance Office, lack of mail from home, or a requirement for financial aid for his family. The counselor will be able to solve some of the problems himself. Others he may have to refer to appropriate agencies or specialists.

c. Through frequent personal contacts, the prisoner realizes the counselor is sincerely concerned with his problems. This may result in the prisoner telling the counselor of other problems or situations facing him. A knowledge of these may help explain why the prisoner first acquired undesirable attitudes and behavior patterns.

d. Confinement personnel may give specific counsel in such nontechnical areas as—

- (1) The meaning of financial obligation.

- (2) Attitudes toward the military.
- (3) Attitudes toward individual responsibility to self and others.
- (4) Conduct and appearance.

e. Records of interviews, counseling sessions, and other conversations with prisoners by their assigned counselors should be recorded by the counselor as soon as possible after contacts. Notes normally will not be taken during counseling sessions and conversations. For techniques of recording and record keeping for counselors see paragraph 311, TM 8-246.

f. When evaluating the information received from counseling in the above areas, confinement personnel must be alert to problems which should be referred to such specialists as—

- (1) The Surgeon.
- (2) Mental Hygiene Consultation Service.
- (3) The Chaplain.
- (4) The Staff Judge Advocate.
- (5) The Finance Officer.
- (6) The Adjutant General.
- (7) The Inspector General.
- (8) The Commanding Officer.

## 126. Interviewing

★ a. A prisoner is interviewed to obtain information with which to complete the records and reports of the stockade and to compile information on his background, offense, personality, aptitudes, interests, and other matters so that a comprehensive evaluation of the prisoner can be made. Although interviewing is a separate procedure from counseling, it can provide an opportunity for the employment of counseling techniques. For this reason, it is advantageous to utilize the stockade counselors to conduct admission interviews.

- (1) These interviews are conducted by the confinement officer, processing personnel, members of the correctional treatment branch, other designated persons of the stockade staff, and other individuals who need information or are concerned with correctional treatment in the stockade.
- (2) The confinement officer insures that the prisoner is interviewed only by

individuals who have a definite and specific need for the information.

b. Interviews should be conducted in an area where there is privacy so that the prisoner can feel free to answer questions fully.

- (1) The interview area should be furnished with a desk, typewriter if required, a comfortable office-type chair for the interviewer, and a straight-backed armchair for the prisoner.
- (2) Forms, records, reports, note pads, pencils, and other materials required during the interview should be placed in the room before the interview is begun.
- (3) The number of persons present during the interview should be kept to a minimum, i.e., preferably one interviewer and never more than one prisoner.
- (4) During the interview, the prisoner should be seated in a chair beside the desk rather than in front of it.

c. The interviewer should use a relaxed and informal approach but maintain control of the interview. He should put the prisoner at ease and encourage him to answer questions freely, fully, and accurately.

- (1) Inform the prisoner that the information obtained during the interview will not be disclosed to other persons except on a need-to-know basis.
- (2) When it is considered helpful and appropriate, inform the prisoner of the reason for obtaining the information and, to the extent deemed advisable, how it is to be used.

## ★127. Counseling

a. In selecting personnel to be trained as prisoner counselors, the confinement officer should consider the following as desirable qualifications:

- (1) *Adequate experience in MOS 952.* This will give the counselor a knowledge of problems encountered in the custodial phases of confinement, as well as the treatment phases. The suc-

cessful operation of any confinement facility depends on a successful blend of both phases.

- (2) *Understanding of human nature.* Indicators of this are maturity and judgment.
- (3) *Sincerity.* Prisoners recognize insincerity, and when they do, successful counseling may be blocked.
- (4) *Tact.* A prisoner's viewpoint should not be minimized even though it may be distorted.
- (5) *Optimism.* Even in the face of failure, the counselor must believe that prisoners can succeed in efforts to develop better attitudes and behavior.
- (6) *Dedication.* The counselor must want his job, and believe it provides a worthwhile service to the U.S. Army and the prisoner.

b. Confinement personnel can be developed as counselors through stockade training programs, by participation in civilian resident or extension school courses, and by attendance at regional and national correctional conferences sponsored by federal, state, and other public agencies. Some subjects which a stockade training course for counselors should include are—

- (1) The biological, social, and behavioral sciences as they concern the dynamics of human behavior and attitude formation.
- (2) Problems of adjustment related to entrance into military service.
- (3) Principles and methods of interviewing and counseling and recording data.
- (4) Case conferences and discussions.
- (5) How, when, and where to make referrals to specialists.
- (6) Procedures for the elimination of nonrestorable prisoners administratively or medically.

c. Specialists mentioned in paragraph 125f may be requested to provide assistance in training prisoner counselors.

d. Because counseling is primarily an individual process, the individual and the counselor need privacy and an atmosphere conducive to the free discussion of problems. Suitable office-type facilities should be available. These should be comfortably furnished, quiet, and located in an area where they may be utilized at any time during a 24-hour day without interference from other sections of the stockade.

e. Counseling discloses facts about the prisoner and his problems. It strives to motivate him to seek a solution to his problem. It provides solutions to problems mainly through leading the prisoner to analyze himself and his problems using the facts the counselor has led him to disclose. Finally, solutions are chosen and acted upon by the prisoner. Usually counseling will include all or some of the following steps. Some may be combined or they may occur in different order. Several meetings between the prisoner and the counselor may be required to complete them.

- (1) *A request for help.* This may or may not be explicitly expressed.
- (2) *Preparation by the counselor.* The counselor briefs himself as completely as possible about the prisoner and his history.
- (3) *Rapport and ventilation.* If he has not already done so, the counselor establishes sufficient rapport with the prisoner so that the prisoner will ventilate, that is, talk freely about his thoughts and emotions and identify his problem(s). The counselor guides the prisoner by short questions, or exclamations, nods, gestures, or expressions of sympathy, as the situation may require.
- (4) *Analysis of the problem and possible solutions.* After study of the problem, the counselor helps to guide the prisoner to an awareness of those solutions which logically appear as a product of the prisoner's own disclosure of the facts of his case.
- (5) *Selection of a solution and implementation.* As a result of (4) above, the prisoner chooses a solution to his

problem. Every effort should be made to persuade him that the solution is his discovery. With the problem identified and a solution selected, the prisoner will be aided by the counselor and other staff members and specialists to carry out the solution.

- (6) *Followup.* The prisoner should be further counseled and assisted as required, both during confinement and after his release, to insure his continued success.

f. The counselor, to increase his effectiveness, should—

- (1) Never make promises he may not be able to fulfill. Confinement intensifies even minor disappointments. This may block successful treatment and even lead to trouble.
- (2) Obtain answers to prisoners' questions as soon as possible. A good practice is to make a written note of all such questions from prisoners.
- (3) Be available to prisoners as much as possible during prisoners' off-duty time.
- (4) Visit the prisoner on the job, during training, and at recreational functions.
- (5) Maintain thorough records of discussions with prisoners, including their problems and reactions, and advice given.
- (6) Never become the counseled instead of the counselor. The counselor must never discuss his own problems with the prisoner.
- (7) Maintain his authority without flaunting it.
- (8) Be aware of his own prejudices and not let them affect his role as a counselor.

g. Group counseling may be utilized as an effective method.

- (1) The aim of group counseling is similar to that of individual counseling, that is, to create new attitudes or

change old ones in order to produce better behavior by the prisoner.

- (2) In group counseling, a leader presents a 15 to 30 minute lecture dealing with social issues of our modern era. Examples of these are—
  - (a) Why study social problems?
  - (b) Crime in American society.
  - (c) Causes and treatment of crime.
  - (d) National and global population.
  - (e) Marriage and the family.
  - (f) Social classes and class struggles.
  - (g) Urban and rural communities.
  - (h) Civil liberties and subversion.
- (3) The leader's presentation is followed by a 15 to 30 minute discussion of the subject, in which all members of the group are encouraged to express their opinions. During this process, the prisoner may be exposed to new attitudes or he may find his old ones challenged.
- (4) In both the leader's presentation and the discussion, emphasis is placed on ethical standards and concepts, such as patriotism, love, honor, and duty. The attitude changes which come about as an appreciation of this material unfold in a man the inadequacies of his older attitudes, and disclose for him the rewards to be found in the newly suggested attitudes. This last is motivation.
- (5) Group counseling is administered under supervision of the confinement officer during regularly scheduled prisoner training sessions. Subjects should be presented by mature, educated personnel. Civilians of the military installation or surrounding community may be invited to participate in counseling on a volunteer basis.
- (6) In addition to the primary benefits of counseling prisoners, group counseling which uses volunteer leaders also helps develop a greater appreciation among the military and civilian communities of the U.S. Army's confine-



ment program and its potential for rehabilitation.

*h.* Counseling of prisoners usually proves beneficial both to them and to the operation of the stockade. The following benefits may be derived through effective counseling:

- (1) Reduction in disciplinary problems.
- (2) Improvement in prisoner morale.
- (3) Reduction in requirements for custodial supervision.

- (4) Reduction in the number of official complaints and interviews, which reduces the administrative workload.
- (5) Constructive guidance for the prisoners' thinking, with resultant improvements in attitudes and outlooks.
- (6) Better understanding by prisoners of their position and obligations.
- (7) Motivation of prisoners to engage in training, employment, and other beneficial activities.

## **Section IV. EMPLOYMENT AND TRAINING**

### **128. General**

*a.* Employment and training of prisoners are important to the successful operation of a stockade. Programs for these activities affect most segments of stockade operations, but they are of particular importance to, and must be integrated with, correctional treatment and custody and control. Comprehensive employment and training activities prevent idleness among prisoners and aid in alleviating custodial problems.

*b.* Principles of correctional treatment require that a prisoner be employed in tasks determined through professional evaluation to provide the greatest benefit to him and consistent with the needs and requirements of the stockade and the installation. These principles also require that a prisoner receive, in addition to mandatory training, training in subjects and activities needed to assist him in his rehabilitation. Mandatory requirements for employment and training of prisoners are contained in AR 210-181 and AR 633-5.

*c.* The specific employment and training activities and assignments of a prisoner should be carefully considered in relation to the custody and control requirements of the stockade and the prisoner. For example, a prisoner who has proven to be an escape risk should not be assigned to employment and training outside the stockade under unarmed supervisors, even though professional evaluation may indicate that this would aid the prisoner's rehabilitation.

### **129. Employment**

The confinement officer should coordinate with personnel of installation staff agencies and activities in the development of an employment program which will benefit prisoners and the installation. The loss of services which occurs when persons are confined can be minimized through this program; prisoners may be able to improve upon their skills through the careful selection of employment assignments.

*a.* The effectiveness of the employment program is enhanced by the careful custody classification and reclassification of prisoners.

- (1) Prisoners who require little or no direct supervision and are classified accordingly are more effective than prisoners who require closer supervision. Therefore, the maximum use of unarmed supervisors should be considered.
- (2) Prisoners who require armed or unarmed direct supervision should be employed in groups as large as are consistent with custodial requirements and the nature of the tasks, but with at least six prisoners per guard.

*b.* A list of the various areas in which prisoners could be employed should be obtained from installation agencies and activities. The following major areas should be considered in developing this list:

- (1) Vehicle repair and maintenance.
- (2) Ordnance repair and maintenance, exclusive of weapons.

- (3) Repair, maintenance, and installation of signal equipment.
- (4) Installation engineer functions.
- (5) Quartermaster repair and maintenance functions.
- (6) Installation maintenance, exclusive of routine police-of-area functions.

c. Personnel of the employment section of the stockade should obtain details concerning prisoners' skills and aptitudes from the administrative section and should assign prisoners to tasks consistent with their experiences and interests.

- (1) Coordinate the assignments with personnel of the custodial and correctional treatment branches so that custodian requirements and the needs of the prisoners can be met.
- (2) Reserve a task which requires the labor of only one prisoner for a prisoner in minimum custody grade or an installation parolee; it is uneconomical to use a prisoner who requires a higher degree of custodial supervision on such a task.
- (3) Do not employ prisoners on tasks which permit them to be in contact with female personnel unless the prisoners are closely supervised.

d. Personnel of the stockade and the using agency or activity should supervise the employment of prisoners to insure maximum effectiveness of the program. Supervisors of using agencies or activities should be oriented on their responsibilities relative to the utilization of prisoners. This orientation should include a request for reports of conduct, efficiency, attention to duty, and attitude of each prisoner they employ for use in the continual evaluation of the prisoner (par. 121).

### 130. Training

The training program of a stockade consists of a retraining phase designed to aid the rehabilitation of prisoners who will be returned to duty and an orientation phase to prepare other prisoners for return to civilian life.

a. The selection of one of these phases for a

prisoner is based upon the most recent evaluations by psychiatric and custodial personnel.

- (1) The training of a prisoner who is to be returned to civilian life is usually limited to the mandatory and suggested subjects cited in AR 210-181.
- (2) The retraining of a prisoner who is to be returned to duty may be accomplished by the stockade, the prisoner's unit, or both. The latter is preferable because it provides an opportunity for the stockade to give a prisoner general and specialized training in selected subjects and for his unit to give him specialized training beyond the capabilities of the stockade.

b. Training conducted by stockade personnel for a prisoner who is to be returned to duty includes the mandatory, specific subjects cited in AR 210-181; subjects which inspire pride in the Army, portray incentives for honorable service, and teach responsibilities of the soldier and citizen; and other subjects needed to aid in the prisoner's rehabilitation. Normally, assistance can be obtained from the installation information and education office and the Mental Hygiene Consultation Service concerning the development of, and instruction in, subjects in these categories. These subjects may include, but are not limited to, the following:

- (1) Civics.
- (2) American history.
- (3) Traditions and history of the Army.
- (4) Current events.
- (5) Basic academic subjects, such as English, arithmetic, reading, and writing.
- (6) Vocational training.
- (7) Social development subjects, such as customs, courtesies, and manners.

c. Training should be conducted according to the principles and techniques discussed in FM 21-6. In addition, the confinement officer should give especial consideration to—

- (1) *Qualified instructors.* Instructors utilized in the training program should be well qualified in the subject matter being taught and especially oriented on the training of prisoners. It may

be necessary for the confinement officer to request assistance in order to obtain especially qualified personnel for teaching specialized subjects.

- (2) *Motivation of prisoners.* Confinement personnel should make every effort to provide an incentive for prisoners to participate willingly in the retraining program. Prisoners should be given reasons for the training and shown the benefits to be derived from it.
- (3) *Training areas and equipment.* Adequate training areas and equipment should be provided through careful planning and coordination.
- (4) *Coordination of the training and employment programs.* When the training schedule is being planned, the requirements of the employment program also should be considered in or-

der to avoid a conflict between the two programs.

- (5) *Inclement weather.* An alternative or flexible training schedule should be prepared for use when weather conditions prevent the implementation of the regular training schedule.
- (6) *Methods of presenting the subjects to maintain interest.* Subjects should be presented in a realistic and comprehensive manner to maintain the interest of prisoners. Prisoners should be encouraged to participate in the instruction. In addition, a question and answer session should be conducted at the end of each subject.
- (7) *Supervision of training periods.* The confinement officer or his representative should supervise training periods to insure that the program is being conducted properly.

### TYPE EMPLOYMENT AND TRAINING SCHEDULE

| RESTORABLE PRISONERS |           |                        |                                     |           | NON RESTORABLE PRISONERS |                                     |           |           |
|----------------------|-----------|------------------------|-------------------------------------|-----------|--------------------------|-------------------------------------|-----------|-----------|
| DAY                  | PT        | WORK                   | TRAINING                            | EXTRA-DY  | PT                       | WORK                                | TRAINING  | EXTRA-DY  |
| MON                  | 0540-0610 | 0700-1200<br>1300-1700 | 1800-1930                           | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700              | 1800-1930 | 1930-2130 |
| TUE                  | 0540-0610 | 0700-1200<br>1300-1700 | 1800-1930                           | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700              | 1800-1930 | 1930-2130 |
| WED                  | 0540-0610 | 0700-1200<br>1300-1700 | 1800-1930                           | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700              | 1800-1930 | 1930-2130 |
| THU                  | 0540-0610 | 0700-1200<br>1300-1700 | 1800-1930                           | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700              | 1800-1930 | 1930-2130 |
| FRI                  | 0540-0610 | 0700-1200<br>1800-1930 | 1300-1700                           | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700<br>1800-1930 |           | 1930-2130 |
| SAT                  | 0540-0610 |                        | 0700-1200<br>1300-1700<br>1800-1930 | 1930-2130 | 0540-0610                | 0700-1200<br>1300-1700<br>1800-1930 |           | 1930-2130 |

★Figure 10.1. Type employment and training schedule.

- ★(8) *Scheduling of working hours.* The working hours of employment and training section personnel should be scheduled to coincide with their respective programs. As most installations offer opportunities for employment during a 40-hour daytime work week, Monday through Friday, training should be scheduled Monday

through Saturday in the evening, and during daylight hours on Saturday. Based on such a schedule it may be necessary for training personnel to begin their weekday duty hours in the afternoon and end them at 2100 hours. Figure 10.1 shows a type employment and training schedule.

## Section V. OFF-DUTY ACTIVITIES

### 131. Programed Activities

Supervision of prisoners' off-duty time aids the correctional treatment program and prevents to a great extent the lowering of morale and discipline. In addition, the professional evaluations made by the confinement officer often indicate that some prisoners have personality or adjustment problems which may be alleviated by participating in selected off-duty activities. These off-duty activities are usually significant indicators of prisoners' adjustment to confinement and their response to correctional treatment.

a. A comprehensive program should be established to provide, guide, and direct off-duty activities for prisoners. It should include provisions for participation in educational programs; physical recreational facilities; magazines and books; and radio, television, motion pictures, and hobby shops.

b. The selection of specific activities for individual prisoners should be coordinated with personnel of the Mental Hygiene Consultation Service.

### 132. Education

Prisoners should be encouraged to further their academic and military education by participating in educational programs at the post level and pursuing self-study courses offered by USAFI and various Army extension courses.

### 133. Athletics

Provisions should be made for organized competitive athletics, such as volleyball, softball, touch football, and similar sports. These activities aid in the bodily development and physical well-being of prisoners and in the development of acceptable social attitudes and an adjustment to military society.

### 134. Hobbies

The organized participation of prisoners in hobbies of their choice increases the effectiveness of the correctional treatment program and aids in reducing prisoners' tensions which develop under the stress of confinement. Skills and interests may be developed through hobbies, such as leather work, plastics, metal, and woodcraft. In addition, hobbies occupy idle time which might otherwise be spent in undesirable activities.

### 135. Recreational Facilities and Reading Materials

A comfortable prisoner dayroom should be provided which is tastefully furnished and decorated and equipped with magazines, books, games, and a radio.

a. AR 210-181, paragraph 17d, authorizes books and magazines of a type selected by the confinement officer. As a matter of custodial management, the confinement officer should review all such material and only that which will be in the best interest of the prisoner should be selected. The magazines and books authorized in the dayroom should be interesting and wholesome; magazines and books which contain risque and inflammatory matter or pertain to criminal acts should not be authorized. Normally, magazines may be obtained from open messes and libraries or purchased with the stockade welfare fund. In addition, arrangements may be made to borrow books on a rotating basis from the post library.

b. In areas where reception is favorable, a television receiver should be provided for the dayroom. Otherwise, a radio should be provided for entertainment. In either instance, strict control over the operation of the televi-

sion receiver or radio must be maintained to minimize friction among prisoners relative to program selection.

c. Movies should be shown to prisoners on a scheduled basis.

### **136. Welfare Items**

Prisoners should be permitted to keep in their possession the welfare items listed below in the quantities authorized by the confinement officer:

- a. Bible or other scriptures appropriate to their faiths.
- b. Religious pamphlets.
- c. Textbooks and military training manuals.
- d. Books and magazines of a type authorized by the confinement officer.
- e. Personal letters.
- f. Pictures of their immediate families.
- g. Official and personal documents.
- h. Pencils, writing paper, and envelopes.

## **Section VI. EFFECTS OF CLEMENCY, RESTORATION, AND INSTALLATION PAROLE**

### **137. Clemency**

a. The commander's use of his clemency authority is of considerable value in the correctional treatment of prisoners. Through judicious use of clemency, he establishes an attainable goal for those prisoners who desire honorable service; thus, it serves as a reward for deserving prisoners. Used otherwise, clemency loses its effectiveness and becomes merely a means of getting a prisoner out of confinement as soon as possible.

b. The confinement officer should reserve recommendations for clemency for those individuals who have responded in an outstanding manner to the various programs of the stockade. He should use all available information to obtain an accurate analysis of each prisoner's rehabilitation and consider each prisoner's case on its own merit. He should never use the length of time the prisoner has been in confinement as the only criterion for this determination.

- (1) If the analysis indicates conclusively that a prisoner deserves clemency, the confinement officer should submit a recommendation for clemency.
- (2) If the analysis fails to indicate conclusively that a prisoner deserves clemency, the confinement officer should submit a recommendation to deny clemency.

### **138. Restoration**

Restoration applies only to those prisoners with punitive discharges adjudged and ap-

proved. The basic considerations stated for clemency also apply to restoration; however, more careful consideration and greater scrutiny should be given to reviews, considerations, and recommendations pertaining to these cases.

### **139. Installation Parole**

Installation parole was established primarily to provide a bridge between the strict supervision of confinement and the normal supervision exercised in a military unit and to afford prisoners an intermediate objective to seek in the pursuit of their basic goal, i.e., release from confinement and return to duty. It affords prisoners many of the benefits of normal military society while maintaining modified controls of confinement.

a. The confinement officer and his staff should endeavor to convince prisoners of the self-respect, dignity, and trust they will gain by attaining installation parolee status and of the benefits of maintaining that status until they return to duty.

b. Installation parole should be awarded only to deserving prisoners who have demonstrated conclusively their favorable reaction to correctional treatment. Each case should be evaluated on its own merit.

c. Installation parolees should be assigned to quarters outside the fenced or walled inclosure of the stockade. They should be permitted to work and train within specific limits of the reservation without guards or supervisors.

## CHAPTER 7

### LOGISTICS AND WELFARE

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#### Section I. GENERAL

##### 140. Activities

Specific provisions for prisoners' welfare and morale should be established through an organized program designed to encourage beneficial correspondence with, and visits from, friends and relatives and to provide religious guidance. Prompt action should be taken on interviews, complaints, and pay.

##### 141. Services

Few aspects of a stockade operation have greater impact on the life of the average prisoner than

those essentials and services he requires for day-to-day living. These provisions include such items as food, clothing, bedding, tobacco, and personal property and such facilities as those used for bathing, laundering, and barbering. If these provisions are adequately provided and controlled, they contribute to better prisoner morale by promoting individual cleanliness, comfort, and health. If they are not adequately provided and controlled, the stockade may become plagued by connivance and petty rackets organized around the needs for these provisions.

#### Section II. MESS

##### 142. General

*a.* The quality of the food served to prisoners is important to their morale, welfare, and discipline; therefore, the highest possible food service standards should be observed. The surroundings of the prisoners' messhall should be made as attractive as possible in order to enhance the morale of the prisoners. Unattractive and disorganized messhalls adversely affect the correctional treatment program of the facility. When properly operated, the prisoner mess is a valuable aid to the correctional treatment program; otherwise, it may be a source of discontentment or disorder and may constitute a hazard to security.

*b.* If the average prisoner population is large enough to justify a separate mess (normally 50 or more), one should be established at the stockade. If this is not justified or feasible, arrangements should be made to feed prisoners in a messing facility near the stockade. In the latter case, prisoners should be seated in a group and separated from other troops, preferably by partitions. As an alternative, arrangements should be made to feed prisoners before or after other troops are fed.

##### 143. Mess Control

The stockade mess is potentially a hazard to custody and control. This is due to the presence of dangerous chemicals used for cleaning pur-

poses; items which can be used as weapons, such as meat cleavers and knives; and the congregation of a large part of the prisoner population. The following control procedures should be considered for use in mess control:

*a.* The mess should be established in a secured compound or a portion of a building separated from prisoners' living quarters or working areas. Security-type windows and doors should be installed in the mess to prevent unauthorized entry during nonoperational hours. The mess steward or another designated staff member should check these openings at least daily to insure that they have not been tampered with.

*b.* Mess storerooms should be protected in the manner outlined in *a* above.

- (1) They should be unlocked only when the mess steward or another designated staff member is present to supervise work in the storerooms or the removal of food or supplies.
- (2) A running inventory should be maintained on fermentable foods or food products; dangerous chemicals, such as caustic sodas, lye, and antiseptics; shortenings and greases; spices; and flavorings or flavoring extracts. This inventory should be checked at least daily.

*c.* Many items which are potentially dangerous

weapons, such as meat cleavers, knives, saws, and ice picks, are normally kept in the mess kitchen.

- (1) Items of this nature should be kept under lock and key; the mess steward or another designated staff member should issue them only when they are needed.
- (2) The use of these items should be closely supervised; when they are no longer needed, they should be cleaned, inventoried by mess supervisory personnel, and returned to the locked container.

*d.* During meals prisoners should be permitted to use knives, forks, and spoons, and to engage in normal table conversation. Loud talking, whistling, and boisterousness should not be permitted.

*e.* The control of prisoners and the prevention of theft of utensils and food are very important factors in the security of stockade messes. The following suggestions will assist in establishing and maintaining security:

- (1) Insure that prisoners are dressed uniformly and marched in a military manner when going to and from the messhall.
- (2) Provide adequate control of prisoners going to and from the messhall and while they are in the messhall.
- (3) Use the cafeteria method of serving prisoners rather than the family-style method.
- (4) Use compartmental trays rather than individual mess gear and place the trays on movable racks before they are used.
- (5) Establish a traffic plan which provides for the orderly and expeditious movement of prisoners within the messhall, including progressive seating from the front to the rear of the messhall. The plan should preclude conflicting traffic and the congregation of large groups.
- (6) Insure that aisles between rows of tables are wide enough to permit guards to move about without danger of being jostled by prisoners.
- (7) Provide a definite system for checking and counting silverware before the prisoners leave the table.
- (8) Do not permit prisoners to carry food out of the dining room.

*f.* The entire messhall area should be searched for unauthorized articles before and after each meal.

*g.* Deliveries of food supplies and equipment to the messhall should be supervised to prevent pilferage.

*h.* The collection of garbage and trash should be supervised to prevent the unauthorized removal of articles from the stockade. Periodic spot checks should be made of the garbage and trash collected.

#### 144. Restricted Diets

The installation commander may order a restricted diet imposed as an aid in the control and correction of an unruly prisoner on whom disciplinary segregation has been imposed.

*a.* A restricted diet consists of at least 2,100 calories daily and includes balanced portions of the same daily rations prepared for, and served to, the remainder of the prisoner population.

- (1) The preparation of a restricted diet should be closely supervised to insure that it adheres to the provisions of AR 633-5.
- (2) It should be prepared according to normal food service standards, except that milk and milk products; fruit and vegetable juices; eggs and butter; sweets and desserts; poultry, fish, and meats; and the additional condiments usually placed on messhall tables for individual use, such as sugar, salt, pepper, catsup, and mustard, are not served.
- (a) Use seasonings which are normally used in cooking; however, do not add seasonings which are normally added to the food after it has been cooked.
- (b) Serve water as the only drink.
- (c) Issue a spoon as the only eating utensil.
- (3) Personnel of the custodial branch should serve the restricted diet.

*b.* A medical officer and the confinement officer inspect a restricted diet daily to insure that it is adequate and palatable.

*c.* The mess steward should maintain a record of each type of food (by weight and caloric value) served as part of a restricted diet throughout the time it is served to a prisoner (app. III). When it is discontinued, he should forward the record to the stockade administrative section for inclusion in records and reports pertaining to the prisoner and his 201 file.

### Section III. SUPPLY

#### 145. General

Supply functions in a stockade are basically the same as those in any military unit; however, there are additional requirements peculiar to a stockade. These requirements include procuring and issuing health and comfort supplies and utilizing more stringent security measures to prevent supplies and equipment from getting into the hands of personnel not authorized these items.

#### 146. Weapons, Ammunition, and Emergency Equipment

Weapons, ammunition, and emergency equipment, such as gas masks, hand and leg irons, and wrecking bars, required for normal operations and emergency situations should be stored, safeguarded, and issued by the arms section of the supply branch. The arms section also receives, safeguards, and returns weapons and ammunition of personnel who are not assigned or attached to the stockade but whose business is within the stockade. These items should be stored in maximum security-type locked racks and cabinets in a room inaccessible to prisoners.

a. Weapons and ammunition should be issued to guards as they are needed, and records should be maintained on those transactions as required by AR 700-945.

b. A weapon loading and unloading point or area should be constructed outside the stockade to minimize safety hazards. A suggested type of point which can be easily constructed using scrap material is shown in figure 11.

#### 147. Tools

Tools required for stockade operations should be stored outside the secured area of the stockade. The tool section issues tools daily to prisoners and other personnel who need them for employment details and maintenance and upkeep of the stockade.

a. A record should be kept of all tools issued; they should be receipted for both on issuance and turn-in.

b. A current inventory should be maintained on tools assigned to the stockade. In addition, a physical inventory should be conducted at least twice each month.

c. Tools should be cleaned and preventive main-

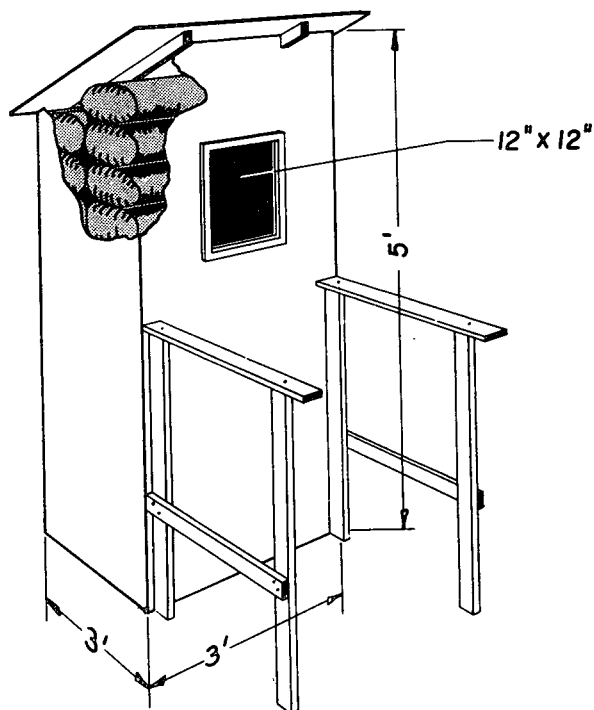


Figure 11. Loading and unloading point.

tenance performed at regular intervals, when they are issued, and before they are turned in.

#### 148. Individual Clothing and Equipment

Prisoners should have sufficient serviceable clothing and equipment for their needs and maintain them in excellent condition. These aid in improving discipline, self-respect, and habits of cleanliness and neatness. AR 210-130, paragraph 9b(6), authorizes prisoners' clothing to be laundered at government-owned laundries without charge to the prisoner. However, at posts where commercial contract laundry facilities are used, prisoners are not authorized this service and are required to do their own laundering (AR 210-130, paragraph 27).

a. The unit commander should insure that a person from his unit has in his possession at the time he is confined, or as soon thereafter as practicable, the following items in the suggested quantities which may be modified as required:

- (1) Belt, waist—1.
- (2) Uniform, work—3.
- (3) Hat, work uniform—2.
- (4) Boots, combat—2 pairs.



- (5) Shoes, low quarter, black—1 pair.
- (6) Gloves—1 pair.
- (7) Raincoat—1.
- (8) Handkerchiefs—4.
- (9) Socks—4 pairs.
- (10) Underwear, summer—4 sets.
- (11) Underwear, winter—2 sets (when required).
- (12) Towel, bath—2.
- (13) Overshoes—1 pair (when required).
- (14) Overcoat—1 (when required).
- (15) Overcoat, cotton, men's OG-107 w/ liner—1 (when required).
- (16) Bag, duffel—1.
- (17) Uniform, service, complete—1.
- ★(18) Field protective mask (when required).

b. Each prisoner should be furnished bedding and bed linens unless these items constitute a hazard to the prisoner or the stockade. Normally, the following items are issued to each prisoner:

- (1) Cot, steel—1.
- (2) Blankets, wool—same as issued to other troops on the installation.
- (3) Sheets—2.
- (4) Mattress—1.
- (5) Mattress cover—1.
- (6) Pillow—1.
- (7) Pillowcase—1.

c. Items of individual clothing and equipment authorized by AR 700-8400-1 should be procured and maintained on hand in sufficient quantities to insure the uniform appearance of prisoners.

- (1) The required clothing is issued to a prisoner of undetermined status who is confined without the minimum clothing prescribed by regulation; this constitutes an emergency issue. Footwear is not issued to non-Army prisoners except in cases of obvious necessity. Clothing classified as combat serviceable should be used when it is available.
- (2) The prisoner's pay status should be determined without delay so that clothing may be issued to him in accordance with prescribed regulations. When this determination is made the

emergency issue is withdrawn. Clothing is then issued in accordance with (a) and (b) below.

- (a) A prisoner who receives the basic standard maintenance allowance replaces at his own expense those items of personal clothing needed in order to perform his duties while in confinement or, in the case of an individual confined at other than his home station, those items of personal clothing required for travel to his home station.
- (b) A prisoner who does not receive the basic standard maintenance allowance is provided the necessary clothing at Government expense.

#### 149. Janitorial and Housekeeping Supplies

These supplies are classified into two categories: those supplies which prisoners are not authorized to retain in their possession and those in general use.

a. Items which prisoners are not authorized to retain in their possession, such as steel wool, caustic soda, lye, acids, pest and rodent control preparations, chemicals, paints, thinners, and antifreeze solutions, should be stored in the supply room outside the secured area of the stockade.

- (1) They are issued to custodial personnel and designated prisoners on a day-to-day or as-needed basis.
- (2) They are used only under the direct supervision of custodial personnel; precautions should be taken to prevent their unauthorized use by prisoners.

b. Janitorial and housekeeping supplies in general use, such as mops, brooms, lightbulbs, toilet paper, and office supplies, should be procured and issued to prisoner, administrative, and custodial personnel by the supply branch.

#### ★150. Laundry Services (Rescinded)

#### ★151. Name Tags and Insignia, Distinguishing, "US Army" on Prisoners' Work Clothes

a. Name tags will be worn by prisoners in those commands where use is prescribed by the commander (AR 670-5).

b. Insignia, distinguishing, "US Army," will be worn as prescribed in AR 670-5.

## Section IV. PAY

### 152. General

The prompt payment of prisoners contributes to high prisoner morale.

*a.* Unit commanders should insure that prisoners from their units are paid during the same pay period as other members of their units.

*b.* The confinement officer should monitor the fund accounts of prisoners in a pay status and maintain liaison with prisoners' unit commanders to insure that the prisoners are paid.

*c.* Prisoners may withdraw funds to pay for health and comfort items, debts, and family sup-

port. When authorized by the installation commander, they may also withdraw funds for other legitimate reasons.

### 153. Receipt of Pay

Payments are made direct to prisoners in the presence of the custodian of the prisoners' personal deposit fund. However, prisoners are not permitted to retain money in their personal possessions. The money is immediately deposited in the personal deposit fund and credited to the prisoners' accounts.

## Section V. HEALTH AND COMFORT SUPPLIES

### 154. General

Health and comfort supplies are those supplies necessary for the personal hygiene, health, and comfort of prisoners. The supply branch procedures them through normal supply channels, and the health and comfort section stores, safeguards, and issues them.

*a.* The confinement officer should insure that the basic supplies listed in this section are made available to prisoners.

*b.* The installation commander may authorize additional supplies which are recommended by the confinement officer.

### 155. Issuance of Health and Comfort Supplies

*a.* The following health and comfort supplies are issued as required to each prisoner during his initial processing and periodically thereafter as determined by the installation commander or the confinement officer.

- (1) Razor, safety, double edged.
- (2) Blades, safety razor, double edged. (Razor blades are not issued in cases where a medical officer has indicated the presence of severe emotional agitation or homicidal tendencies.) (See AR 633-5.)
- (3) Brush, shaving.
- (4) Brush, tooth.
- (5) Comb, rubber or plastic.
- (6) Soap, toilet.
- (7) Towel, bath.
- (8) Toothpaste or powder.
- (9) Shaving soap or cream.

(10) Cigarettes or pipe tobacco.

(11) Matches, safety.

(12) Pipe.

(13) Shoe brush and polish.

*b.* While frequency of issue is a matter for local determination, it is recommended that health and comfort items be issued twice a week in order to reduce quantities on hand which would encourage prisoners to gamble or seek favors.

*c.* The prisoner completes a DD Form 504 (Request and Receipt for Health and Comfort Supplies) before they are issued. He indicates by initialing in the space provided on the form his pay status and the means by which he is to pay for the supplies. The confinement officer then approves the request and verifies the individual's pay status.

*d.* The health and comfort section issues the approved supplies and obtains the prisoner's signature in the receipt section of the form.

### 156. Reimbursement for Issued Supplies

*a.* The necessary health and comfort supplies are issued to a prisoner in an undetermined pay status, pending the determination of his status. If it is determined that he is in a pay status, the prisoner makes a reimbursement for the supplies previously issued.

*b.* A prisoner in a pay status normally pays for health and comfort supplies issued to him from his personal funds on deposit in the prisoners' personal deposit fund. If he does not have such funds, the cost of the issued items is charged against his pay account. In the latter case, the

confinement officer submits a request to the prisoner's unit commander that this action be taken.

*c.* The necessary health and comfort supplies are issued to a prisoner in a nonpay status, and they are paid for with appropriated funds.

### 157. Maximum Value of Issued Supplies

The value of supplies and services authorized each prisoner, exclusive of postage and haircuts, may not exceed \$6.00 per month. However, additional items of health and comfort supplies as are authorized by AR 633-5 may be purchased from prisoner's personal funds. Such additional items will not exceed a total cost of \$3.00 per month.

### 158. Postage

*a.* A prisoner in a pay status is required to pay the postage on his mail. He submits requests for stamps as an item of health and comfort issue. When the stamps are received, the mail clerk credits them to the prisoner in his individual stamp account. A prisoner is not permitted to have postage stamps in his personal possession.

*b.* Postage for outgoing letter mail for a prisoner in a nonpay status is furnished at Government expense (par. 175*c*.)

### 159. Haircuts

Haircuts are considered to be a health and comfort item since reimbursement for them, when re-

quired, is normally effected through the health and comfort section. Haircuts for prisoners may be accomplished as indicated below.

*a.* The stockade may procure a barber kit and the required equipment and supplies (through issuance or purchase with stockade welfare funds) and utilize prisoners as barbers.

- (1) This operation should be supervised to insure uniformity of haircuts and compliance with hygiene and sanitation standards and to safeguard and control the equipment.
- (2) Reimbursement is not required for haircuts administered through this arrangement.

*b.* The installation exchange service may provide the stockade with barbers and the necessary equipment and supplies for cutting prisoners' hair on a scheduled basis. An area within the stockade should be designated for this purpose to avoid custody and control problems encountered when moving prisoners to an established barber shop outside the stockade.

- (1) Prisoners in a pay status reimburse the exchange service for this service.
- (2) Prisoners in a nonpay status are furnished not more than two haircuts per month at Government expense.

## Section VI. MEDICAL AND DENTAL SERVICES

### 160. General

*a.* The confinement officer should maintain close liaison with the installation surgeon and the commander of the installation medical facility to enable them to provide their full support to the stockade.

*b.* The services medical personnel provide a stockade normally consist of a daily sick call, a daily inspection of prisoners in segregation, a daily inspection of restricted diets, and a weekly inspection of the entire stockade (par. 18*a*). The confinement officer coordinates the scheduling of these activities so that they do not interfere with other duties of the medical personnel involved and operations of the stockade.

### 161. First Aid

Medical personnel supply first aid equipment and assist in training stockade personnel in first

aid techniques. This training emphasizes the early identification of symptoms of illnesses, the latest methods of resuscitation, the first aid measures for various types of suicidal attempts.

### 162. Medical Care

*a.* Normally, a daily sick call is held at a time which does not interfere with the employment and training of prisoners.

- (1) If the stockade has a dispensary, sick call should be held there. This dispensary should be staffed with medical or medically trained personnel qualified to assist the medical officer during sick call, to administer first aid, and to dispense medication for outpatient treatment.
- (2) If the stockade does not have a dispensary, sick call should be held at a hospital facility.

b. Medical examination and treatment usually require the use of instruments and medications which constitute a hazard to custody and control.

- (1) If the stockade has a dispensary, the equipment and medications are secured when not in use and inventoried frequently.
- (2) If the stockade does not have a dispensary, custodial personnel keep medica-

tions prescribed for prisoners and dispense doses to each prisoner as prescribed by the medical officer.

### 163. Dental Care

Prisoners receive the same dental care as other military personnel not in confinement. When medication is prescribed in conjunction with dental care, the precautionary measures noted in paragraph 162b should be exercised.

## Section VII. CHAPLAIN SERVICES

### 164. General

Chaplains are designated or assigned to minister to prisoners. The major duties and responsibilities of a chaplain and his role in correctional treatment in a stockade are discussed in paragraphs 15 and 119a(4), respectively.

### 165. Attendance at Religious Activities

Prisoners should be permitted to worship and to participate in other religious activities according to their faiths. However, they are not required to attend religious meetings or services. If

prisoners are to attend religious services in an installation chapel in which other military personnel and their dependents may be present, they should be permitted to wear the appropriate service uniform. If guards are required in this situation, they should be as unobtrusive as possible in maintaining custody and control.

### 166. Religious Materials

Various types of religious materials and publications, such as testaments, missals, tracts, and other related pamphlets, should be made available to prisoners.

## Section VIII. CORRESPONDENCE

### 167. General

Prisoners should be encouraged to correspond with their families and other persons interested in their welfare. This is important to a prisoner's morale.

a. The rights of prisoners to send and receive mail are limited only to the extent dictated by security requirements and the facilities available for the inspection and handling of mail.

b. Restrictions are not imposed on mail as a disciplinary measure or in conjunction with a disciplinary measure. With the exception of meeting security requirements, such as inspecting a prisoner's mail, his mail is processed in the same manner as normal unit mail.

c. Smuggling or attempted smuggling of mail into or from a stockade by, or on behalf of, a prisoner constitutes grounds for disciplinary action against the offender.

### 168. Orientation of Prisoners on Mail Procedures

A prisoner should be oriented at the beginning of his confinement on his rights to send and re-

ceive mail and the regulations imposed in connection with these rights (par. 44b(8)). He should be informed that if he desires to send or receive mail he must authorize its inspection by the confinement officer or his designated representative.

a. It should be emphasized that the inspection of mail is for compliance with stockade security regulations and that the contents of his mail will not be divulged unnecessarily.

b. He should be advised of prohibited matter which cannot be transmitted through the mail and instructed to notify his correspondents of these prohibitions and of limitations which may be imposed by the stockade on the number or types of personal articles he may receive through the mail.

### 169. Authorized Correspondents

A limitation should not be imposed on the number of persons who may be approved to correspond with the prisoner. Correspondence with the prisoner's wife, children, parents, brothers, and sisters should be routinely approved. Other persons should be approved as correspondents when this appears to be in the best interest of the prisoner.

## 170. Authorization for Inspection of Mail

Before sending or receiving mail, a prisoner must authorize the inspection of his mail by signing the appropriate section of DD Form 499 (Prisoner's Mail and Correspondents Record). If the prisoner does not authorize the inspection of his mail, he may elect to have his mail retained unopened in his personal effects or, if a return address is shown, returned to the addressee unopened with an explanation by the confinement officer as to why it was not delivered to the prisoner. Before any mail is returned, however, the prisoner should be contacted to determine if he has reconsidered his disapproval of the inspection of his mail.

## 171. Processing Prisoners' Mail

*a.* The confinement officer or his authorized representative inspects all incoming and outgoing mail. This inspection consists of determining if the mail contains obscene or vulgar material or matter of a seditious or subversive nature. In addition, outgoing mail may not contain matter naming officers or enlisted men assigned or detailed to the stockade; references to other prisoners; or any description of events occurring in or about the stockade, such as escapes, riots, disorders, disciplinary procedures, deaths, or any criminal happenings, except when such references, descriptions, events, or conditions are used by a prisoner who was directly involved or affected as a basis for an accusation, charge, or complaint. Mail written in a foreign language received for prisoners should be translated into the English language by a qualified translator to permit inspection of the contents.

- (1) The unit mail clerk should immediately refer personal letters containing such accusations, charges, or complaints to the confinement officer.
- (2) The property and fund custodian or his representative should be present when the incoming mail is opened so that receipts can be issued for items inclosed in the mail and the items can be secured as indicated in *c* below.

*b.* A record should be made of letters mailed or received by a prisoner in the correspondence section of the record with a notation as to the dates they were mailed or received. If a prisoner

receives a letter from a person who is not on the list of authorized correspondents, he should be informed of this. If he desires to receive the mail, the correspondent should be added to his authorized list.

*c.* Money, valuables, postage stamps, and other articles which the prisoner is not authorized to retain in his immediate possession should be disposed of as follows:

- (1) Money is deposited in the prisoners' personal deposit fund and a receipt is given for it.
- (2) Valuables are stored with the prisoners' personal property.
- (3) Postage stamps received by prisoners in a pay status are turned in to the unit mail clerk and a credit entry is made on the record. At the discretion of the prisoner in a nonpay status, the stamps he receives in the mail may be returned to the sender or held as an item of personal property.
- (4) At the discretion of the prisoner, articles not authorized for retention or for storage with his personal property are returned to the sender or destroyed.

*d.* Prisoners should be instructed to deposit outgoing mail unsealed in a prisoner's mailbox. If a prisoner with an individual stamp account wishes to forward a letter by means other than regular mail, he should make a notation on the envelope as to the type of service desired.

*e.* Stationery and envelopes furnished or used by prisoners should be free of any indication that the prisoner is or was confined.

- (1) Return addresses on envelopes should show only the prisoner's name; grade; service number; and a post office box number, a building number, or other appropriate designation.
- (2) Inspection stamps or marks are not placed on the outside of envelopes.

*f.* Prisoners in a nonpay status are supplied official envelopes which are secured through Quartermaster supply channels. Return addresses on these envelopes must be shown as indicated in AR 341-10.

## 172. Correspondence With Attorneys

*a.* Correspondence between civilian attorneys and prisoners is subject to inspection. The con-

confinement officer should insure that these communications are expeditiously handled; the privileged nature of communications between attorney and client must be respected.

*b.* Prisoners' correspondence addressed to, or received from, the Defense Appellate Division, Office of The Judge Advocate General, Department of the Army, is not inspected.

### **173. Letters Containing Accusations, Charges, or Complaints**

The unit mail clerk should refer personal letters containing accusations, charges, or complaints to the confinement officer who should discuss the subject matter of the letters with the prisoners concerned.

*a.* If the confinement officer is not the official to correct the alleged wrongs, he should forward the letters through channels to officials who have the authority to correct them.

*b.* Letters to the President and to Members of Congress, and petitions for writs for release or application for leave to petition for such writs addressed to a court, or judge thereof, or other proper authority, are forwarded direct to the addressees without utilizing official channels.

### **174. Other Types of Communications**

*a.* Subject to the approval of the confinement

officer, a prisoner may receive or dispatch telegrams of an emergency nature.

*b.* In emergencies a prisoner should be permitted to make or receive telephone calls at the expense of the caller when no other means of communications will suffice. Where practicable, these calls should be monitored and limited to the subject of the emergency.

### **175. Individual Stamp Accounts**

*a.* During the initial processing, the unit mail clerk initiates an individual stamp account for each prisoner in a pay status. He lists all receipts and expenditures of stamps by dollar value; the dates of receipts and expenditures; and a running balance of the total dollar value of stamps remaining in the prisoner's account.

*b.* Stamps credited to the account of a prisoner in a pay status are maintained in a single bulk account. This account is inventoried weekly and reconciled with the balances reflected on the individual accounts of prisoners in a pay status.

*c.* A stamp account is not maintained for prisoners in a nonpay status. Postage for these prisoners is provided at Government expense.

*d.* In certain situations it may be necessary to provide foreign postage stamps for emergency use of prisoners in a nonpay status. When this occurs, requisitions should be submitted to the installation commander for procurement of such stamps.

## **Section IX. VISITS**

### **176. Authorized Visitors**

*a.* Members of the prisoner's family, personnel of his unit, and other persons authorized by the installation commander should be permitted to visit the prisoner.

*b.* A prisoner should be permitted to consult with his attorney at any reasonable hour of the day. Visits by attorneys should be supervised; however, the privileged nature of the attorney-client relationship must be respected.

### **177. Restrictions on Visits**

The number and length of visits and the number of authorized persons permitted to visit the prisoner at any one time should be limited only to the extent required for the control of visitors and prisoners and by operational routines or limited facilities.

*a.* Normally, prisoners are permitted to receive visitors only on weekends and holidays. Exceptions may be granted to permit a visit during weekdays when a visitor has traveled a long distance or when the visit appears advisable for other reasons.

*b.* Restrictions are not imposed on official visits.

### **178. Supervision of Visits**

An unarmed guard supervises these visits; this supervision is neither impertinent nor obtrusive. Precautions should be taken by the guard to avoid embarrassing visitors or prisoners during these visits. He should use tact, diplomacy, courtesy, and friendliness in dealing with military and civilian visitors. This is particularly important with civilian visitors who may be disturbed by the

fact that a friend or relative is confined. Good public relations at this point often erase any hostility a visitor might harbor.

*a.* The guard is not required to listen to conversation between a prisoner and his visitor.

*b.* A prisoner may be permitted to embrace members of his family at the beginning and end of a visit.

## Section X. COMPLAINTS AND REQUESTS FOR INTERVIEWS

### 180. General

Confinement tends to cause prisoners to develop apprehensions and worries about matters which normally are of little concern to them. Personnel assigned to a stockade should understand this tendency and minimize its influence by imparting information and answering questions fully and accurately. If factual information is not readily available, it should be obtained from competent authorities as soon as possible.

### 181. Complaints

*a.* The confinement officer should designate a regularly scheduled time and place for the purpose of hearing oral complaints; he should hold these hearings weekly, or more frequently if indicated. The scheduled time and place should be prominently displayed on prisoners' bulletin boards. In conducting the hearings—

- (1) Impartially consider the complaints received and take corrective action as appropriate. Investigate complaints with the least practicable delay.
- (2) Advise prisoners expeditiously of the action taken regarding their complaints.
- (3) Explain, as appropriate, how sentences are reviewed, including the review by Headquarters, Department of the Army,

### 179. Search

A prisoner is searched before and after each visit but not within sight of visitors. The search should be performed just before the prisoner enters the visitors' room and immediately after the conclusion of the visit. If unauthorized articles are discovered, the confinement officer should be notified immediately so that appropriate action can be taken.

restoration to honorable duty status, and clemency processes.

*b.* Prisoners have the right to make oral or written complaints to the inspector general who normally visits the stockade at least monthly for this purpose.

*c.* Prisoners may address written complaints to the confinement officer or through channels to officials who have the authority to correct the alleged wrongs.

### 182. Interviews

Prisoners should be afforded the opportunity to have interviews with persons with whom they have either official or personal business. They should be assisted in obtaining these interviews.

*a.* To obtain an interview, a prisoner should submit a request to the confinement officer on DD Form 510 (Request for Interview). These forms should be readily available at a central location, and their use should be explained to prisoners.

*b.* Prompt action should be taken on a prisoner's request for an interview with the confinement officer or other personnel assigned to the stockade. When justified, prompt action should be taken on a prisoner's request for an interview with a person other than someone assigned to the stockade.

## CHAPTER 8

### CONFINEMENT OF FEMALE PERSONNEL

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#### 183. General

The confinement of female personnel is accomplished in accordance with the provisions of AR 633-45.

*a.* Female personnel are not confined in military confinement facilities used for housing male personnel. If it is necessary to confine female personnel on a military installation, they are confined in separate facilities and supervised by female service personnel. Confinement officers of Army confinement facilities used for male personnel are not responsible for the confinement of female personnel.

(1) Female personnel should not be placed in pretrial confinement except in extreme cases. When practicable, they should be restricted to a defined area or placed in arrest in quarters.

(2) If the officer exercising general court-martial jurisdiction deems confinement necessary and in the best interest of the Army, society, and the prisoner, arrangements may be made through The Provost Marshal General for the confinement of a female prisoner in a Federal penal institution.

*b.* The provost marshal should work closely with the WAC unit commander or adviser and other staff officers to aid them in establishing local policies and procedures relative to the confinement of female personnel.

#### 184. Custody

If continued custody or confinement is neces-

sary following the apprehension of a female person, the apprehending authority should communicate with his headquarters to receive instructions relative to the disposition of the individual. Disposition of the female person should be as follows:

*a.* If there is an Army installation within reasonable distance which has suitable female custodial facilities, the assistance of the installation commander should be requested.

*b.* If there is no Army installation within reasonable distance, the installation commander of any military installation which has suitable female custodial facilities should be requested to accept temporary custody of the prisoner.

*c.* If there is no military installation available which has suitable female custodial facilities, the assistance of civil law enforcement authorities who have suitable facilities should be requested.

#### 185. Movement of Female Prisoners

Female guards should be provided to escort female prisoners.

*a.* If the female prisoner is a custody risk and a male guard is required in addition to the female guard, his only contact with the female guard or the prisoner is when his assistance is needed.

*b.* If female guards are not available, male guards may be used in pairs to escort a female prisoner. However, movements involving this arrangement must be limited to emergency movements of short duration. Security precautions used during these movements must be modified in respect for the prisoner's sex.





## CHAPTER 9

UNITED STATES DISCIPLINARY BARRACKS, FEDERAL PENAL INSTITUTIONS,  
AND REHABILITATION TRAINING CENTERS

## Section I. UNITED STATES DISCIPLINARY BARRACKS

**186. History**

a. The United States Disciplinary Barracks at Fort Leavenworth, Kansas, was first established as a military prison under the War Department in 1874. In 1895, it was transferred to the Department of Justice for use as a Federal penitentiary. Eleven years later, it was returned to the control of the War Department; in 1915, the official designation was changed from military prison to the United States Disciplinary Barracks. The facility was returned to the Justice Department in

1929, and it was operated as a penitentiary annex. In 1940, the facility was again transferred to military control and reestablished as the United States Disciplinary Barracks, the capacity in which it has been operating since that time (fig. 12).

b. At the beginning of World War II, the United States Disciplinary Barracks at Fort Leavenworth was the only major correctional facility under the War Department. The increased wartime strength of the Armed Forces created an immediate need for additional confinement facili-



Figure 12. United States Disciplinary Barracks.

ties; consequently, branch disciplinary barracks were activated at strategic locations throughout the country. These facilities were closed during postwar years when they were no longer needed.

c. During the Korean War, additional facilities were again required and branch disciplinary barracks were again opened. These were subsequently deactivated as the requirement for additional facilities ended.

★ d. Army and Air Force prisoners may be sent to the U.S. Disciplinary Barracks if their sentences include discharge, dismissal, or confinement for one year or more. In addition, if they are adjudged prisoners, they must have 6 months or more remaining to serve upon their arrival, and if they are sentenced prisoners, they must have 4 months or more remaining to serve upon their arrival after deduction of earnable good conduct time.

## 187. Organization, Administration, and Operation of Disciplinary Barracks

a. *Organization.* Disciplinary barracks organizations are similar to those of other confinement facilities. However, because of the mission of disciplinary barracks, additional specialized sections are included in their organizations. A suggested organization for a disciplinary barracks is shown in figure 13.

b. *Administration and Operation.* Disciplinary barracks are administered and operated in accordance with specific Department of the Army regulations, policies, and other directives. They are staffed with carefully selected, well-qualified correctional supervisory and professional personnel.

## 188. Correctional Treatment

The correctional treatment administered at the United States Disciplinary Barracks and branch disciplinary barracks is basically organized and implemented as discussed in chapter 6.

a. *Professional Staff.* The professional staff of a disciplinary barracks includes education officers, training officers, chaplains, psychiatrists, psychologists, social workers, judge advocate officers, and medical and dental officers.

b. *Specialized Activities.* The following specialized activities are essential elements of correctional treatment:

- (1) *Counseling.* Counseling is directed toward helping the prisoner to solve his own problem and to adjust to the institution (par. 127). Each prisoner is assigned to a counselor. The counselor is a mature, experienced noncommissioned officer whose primary duty is to function as a counselor.
- ★(2) *Education.* Education activities are designed to encourage prisoners to attain at least a high school equivalency level of education. Participation in educational training is mandatory for prisoners who have not attained an eighth grade level of education as measured by the tests administered to them in the reception processing. Carefully selected, qualified prisoners are used as instructors to augment the educational staff.
- (3) *Vocational training.* Vocational training is conducted through on-the-job training and classroom instruction. The following are examples of vocational training subjects:
  - (a) Agriculture.
  - (b) Carpentry.
  - (c) Barbering.
  - (d) Plumbing.
  - (e) Electricity.
  - (f) Sheet metal work.
  - (g) Shoe repair and leathercraft.
  - (h) Photography.
  - (i) Printing.
  - (j) Dry cleaning.
  - (k) Machine shop.
  - (l) Automotive mechanics.
- (4) *Religious guidance.* Religious guidance is available in the form of regular church services, religious instruction, and individual counseling.
- (5) *Legal assistance.* Legal assistance is available on pertinent matters, such as domestic problems, taxation, and financial responsibility.

*c. Prisoner Reception.*

- (1) Frequently a prisoner arrives at a disciplinary barracks with feelings of fear, guilt, anxiety, and helplessness. Confinement personnel at stockades can assist in minimizing these feelings by orienting him on the positive aspects of the rehabilitation program. In addition, compliance with all of the requirements of AR 633-5 pertaining to the transfer of a prisoner permits his prompt processing at a disciplinary barracks, reduces the administrative burden of the disciplinary barracks, and expedites the prisoner's entry into the correctional treatment program.
- (2) The period immediately following the prisoner's arrival is of the utmost importance to him and the institution. The attitudes and behavior patterns developed at that time influence his adjustment to the correctional treatment program.
  - (a) In addition to completing routine admission processing, the prisoner is talked to by the commandant and key staff personnel shortly after his arrival. These talks are designed to help the prisoner to understand the institution's correctional treatment program and objectives, to correct misconceptions, to alleviate tensions, and to assure the prisoner of the staff's interest in his well-being.
  - (b) The prisoner participates in a series of interviews with members of the professional staff and completes a series of tests on educational achievement, mechanical and technical aptitudes, and intelligence. This information is consolidated with additional information on the prisoner's background into a classification summary which is a concise, factual history and evaluation of the prisoner.

*d. Institutional Classification Program.* This program is developed by the Assignment Board

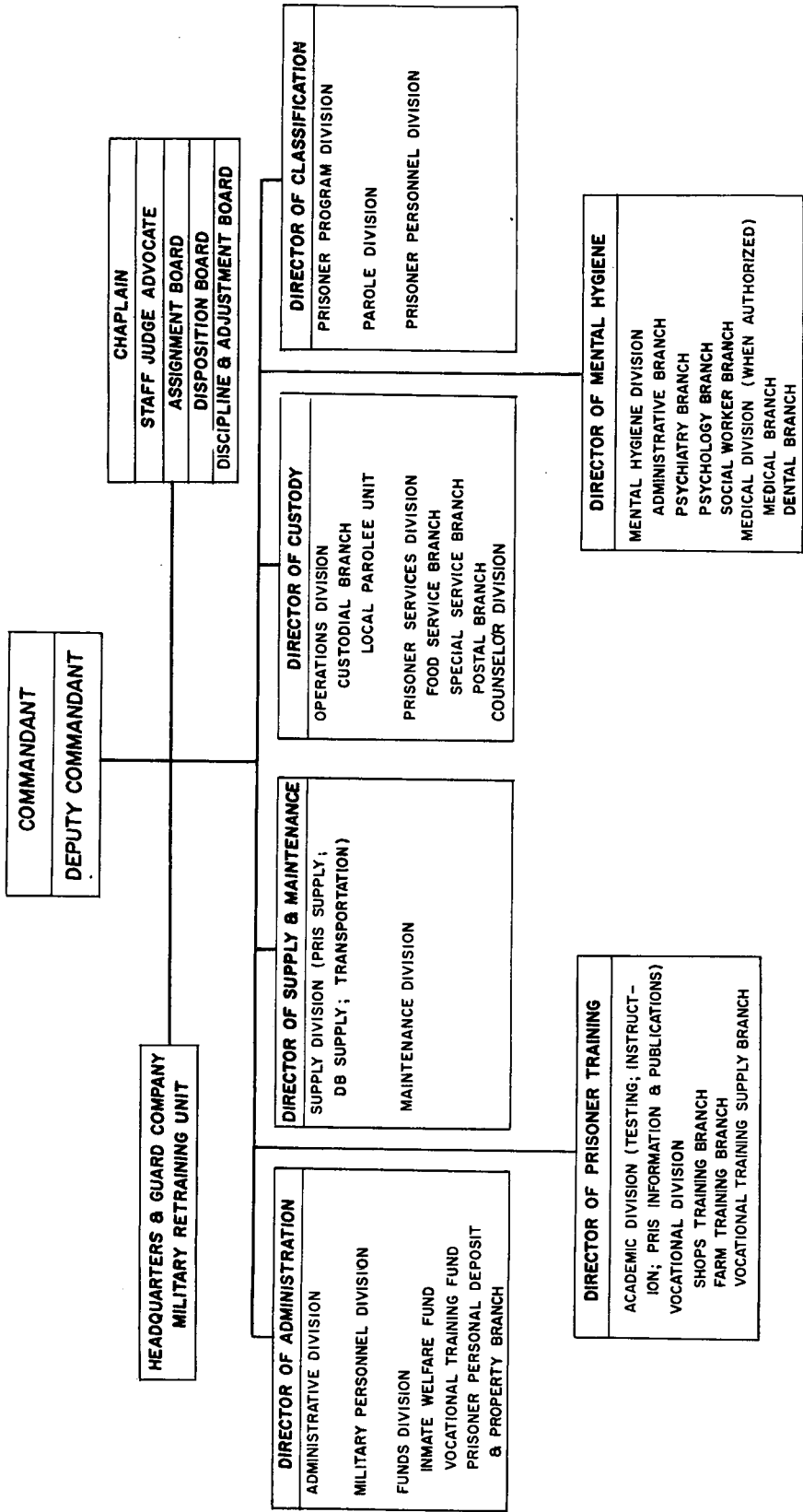
which is composed of officers, noncommissioned officers, and key civilians of various staff sections. This board develops an individual program for each prisoner which is designed to meet his needs. It includes custody grade, employment, education, vocational training, psychotherapy as required, religious guidance, continual individual counseling and guidance, and a reclassification date for the prisoner's next appearance before the board.

- (1) If a prisoner is considered to be a good prospect for restoration, his program is designed to provide him with, or improve, skills which could increase his effectiveness as a service member and to develop a high degree of motivation and a constructive attitude toward the military service. Classes are conducted in citizenship, rights and obligations, military justice, customs and traditions of the service, and advantages of an honorable discharge.
- (2) If a prisoner is not considered to be a good prospect for return to duty, his program is designed to assist him in adjusting to civilian life.

*e. Restoration, Clemency, and Parole Program.* This program is administered by the Disposition Board, which is composed in the same manner as the Assignment Board, in accordance with policies established by the Department of Defense. In addition, special board reviews may be directed by the Department of the Army or granted by the commandant of the disciplinary barracks. Final authority for approving recommendations for restoration, clemency, and parole is exercised by the department of the service involved in the case; i.e., Department of the Army or Department of the Air Force.

- (1) A prisoner who is to be restored to duty is required to complete the military retraining program established by his service.
- (2) A prisoner who is granted a parole remains under the military jurisdiction of the commandant of the disciplinary barracks. However, he is under the

UNITED STATES DISCIPLINARY BARRACKS



★Figure 13. United States disciplinary barracks organization.

supervision of a United States Probation Officer until he has reached his maximum release date.

★ *f. Prerelease Program.* A prisoner enters the prerelease program 30 days before his release from confinement. It is designed to assist him to make a successful transition from the restraints of confinement to the freedom of the society to which he will return. Classes are conducted in such subjects as—

- (1) Employment and work supervision.
- (2) Pay and travel allowances.
- (3) Parole planning.
- (4) Ill effects of the excessive use of alcohol and unauthorized use of narcotics.
- (5) Problems of life.

- (6) Adjustment to civilian life.
- (7) Law in a democracy.
- (8) Family and religion.

## 189. Orientation for Prisoners Being Transferred to Disciplinary Barracks

The confinement officer should establish an orientation program for prisoners in the stockade who are being transferred to a disciplinary barracks. This orientation should contain advice to the prisoners with respect to the benefits to be derived from their willing participation in the educational and vocational training activities of the facility. Prisoners should be informed that participation in these activities will aid them immeasurably upon restoration to duty or return to civilian life.

## Section II. FEDERAL PENAL AND CORRECTIONAL INSTITUTIONS

### 190. General

The Federal Bureau of Prisons, under the United States Department of Justice, administers and operates the Federal penal system. This agency operates institutions for persons who have been sentenced by Federal Courts. The institutions in the system include penitentiaries, reformatories, correctional institutions, institutions for juvenile and youth offenders, prison camps, and a medical center.

*a.* Under the provisions of the Uniform Code of Military Justice and in accordance with Department of Defense instructions, certain types of military prisoners may be confined in Federal institutions.

*b.* Normally, prisoners whose place of confinement is designated as a Federal institution are initially confined in a disciplinary barracks. Subsequent disposition is made in accordance with the provisions of AR 633-5.

### 191. Criteria for Transfer

*a.* A Federal penal or correctional institution may be designated as the place of confinement for military prisoners. Certain factors should be present before a prisoner is selected for transfer.

- (1) He should have been convicted of an offense which involves moral turpitude,

is attended by aggravated circumstances, and is generally punishable by imprisonment in a penitentiary.

- (2) He is at least 22 years of age.
- (3) He possesses no potential for restoration to duty.
- (4) His continued confinement in a disciplinary barracks would apparently have an adverse effect upon the rehabilitation of other prisoners.
- (5) He has at least 1 year remaining to be served on his sentence.
- (6) His sentence has been finally approved.

*b.* A prisoner normally should not be transferred when—

- (1) He is under 22 years of age.
- (2) He appears to be restorable to the military service at some future date as indicated in the classification material and disciplinary barracks' recommendations.
- (3) He has no prior civil record of confinement in a penal institution.
- (4) It appears that continued confinement in a disciplinary barracks would be more beneficial to the prisoner be-

cause of some special training or guidance the prisoner is receiving.

- (5) The Office of the Secretary of the Army has indicated that the prisoner should be considered for restoration at a later date.
- (6) The Clemency and Parole Board (Office of the Secretary of the Army) has requested the return of the case for clemency or parole consideration prior to its next annual date.

★ *c.* Military prisoners confined in Federal penal and correctional institutions are considered for clemency by the Secretary of the Army or by the Secretary of the Air Force without referral to the United States Disciplinary Barracks and are considered for parole by the United States Board of Parole, Department of Justice. These prisoners may also be considered for retransfer to the United States Disciplinary Barracks upon completion of their annual restoration, clemency, and parole considerations.

### Section III. REHABILITATION TRAINING CENTERS

#### 192. General

*a.* Rehabilitation training centers are normally established during periods of mobilization or as deemed necessary by the Department of the Army.

*b.* These centers are essentially correctional in nature. The success of their operations depends upon staff and custodial personnel qualified to identify and treat the adjustment problems of prisoners on an individual basis. Since the purpose is to return personnel to useful military service, a physical plant, supplies, and equipment to fulfill the requirements for training during this transition period are necessary.

*c.* Consonant to such purpose, prisoners assigned to these centers are classified and referred to as trainees.

#### 193. Mission

The mission of a rehabilitation training center is to provide supervision, screening, intensive training, and appropriate correctional treatment in order to prepare potentially restorable prisoners for honorable service as trained, disciplined, and self-respecting soldiers.

#### 194. Organization

The organization of a rehabilitation training center is functional in nature. A suggested rehabilitation training center organization is shown in figure 14.

#### ★195. Treatment

*a.* Training will extend over the entire period the trainee is in the Center, or approximately 6 to 8 months. Training may include basic and advanced infantry subjects and academic and vocational training at suitable activities located upon the installation.

*b.* Initially, trainees will be trained under armed guard. They will be advanced through successive phases of training to an honor company which is quartered and trained outside the main confinement facility.

*c.* All elements of treatment and evaluation of prisoners used at the USDB should be incorporated in the Rehabilitation Training Center's program, to include individual and group counseling and therapy techniques and diagnostic testing in areas of personality and education.

*d.* Trainees who do not complete the training program will be removed from the training center for execution of their court-martial sentences or they will be administratively separated from the service.

*e.* Recommendations by the training center commandant for restoration of sentenced prisoners will be forwarded to the Office of The Provost Marshal General, Department of the Army, using the same procedures followed by the United States Disciplinary Barracks (AR 210-170).

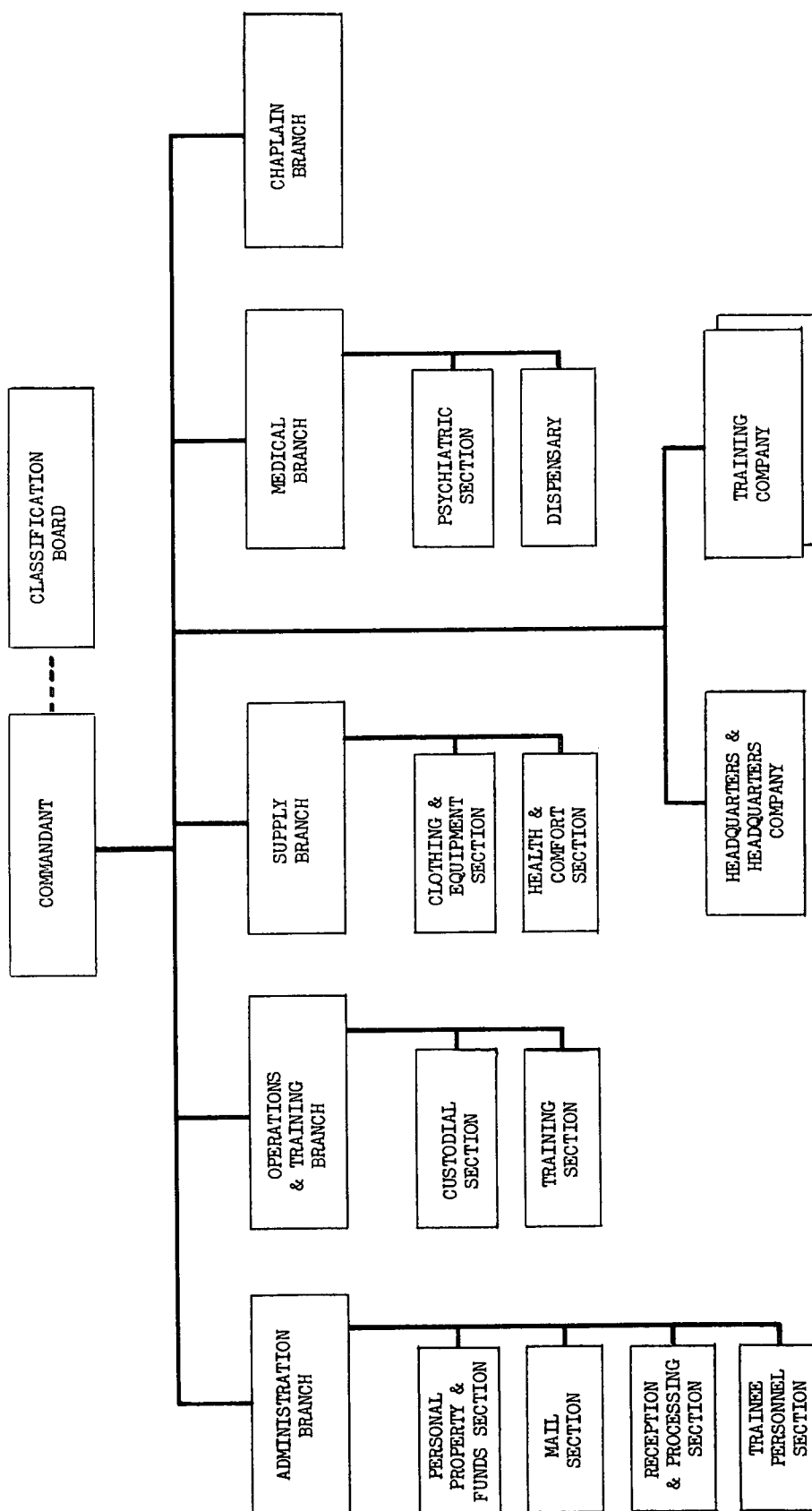


Figure 14. A suggested rehabilitation training center organization.





## APPENDIX I

### REFERENCES

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#### \*1. Army and Special Regulations

|               |                                                                                                                                                                                                                                                        |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AR 10-50      | Special Command Relationships Within Continental United States.                                                                                                                                                                                        |
| AR 22-15      | Nonjudicial Punishment.                                                                                                                                                                                                                                |
| AR 32-96      | Civilian Outerclothing and Individuals Discharged from the Service Under Conditions Other Than Honorable.                                                                                                                                              |
| AR 37-104     | Finance and Accounting for Installations, Pay and Allowances of Military Personnel.                                                                                                                                                                    |
| AR 40-5       | Preventive Medicine.                                                                                                                                                                                                                                   |
| AR 40-207     | Individual Sick Slip.                                                                                                                                                                                                                                  |
| SR 55-150-11  | Transportation of United States Military Prisoners by Rail Within Continental United States, Exclusive of Alaska; Special Preparation of Railroad Passenger Coaches in Certain Cases and Restoration Thereof to Previous Condition, and Bills Thereof. |
| AR 210-130    | Laundry and Dry Cleaning.                                                                                                                                                                                                                              |
| AR 210-170    | United States Disciplinary Barracks.                                                                                                                                                                                                                   |
| AR 210-174    | Accounting Procedures for Prisoners' Personal Property and Funds.                                                                                                                                                                                      |
| AR 210-181    | Stockades and Hospital Prisoner Wards.                                                                                                                                                                                                                 |
| AR 320-5      | Dictionary of United States Army Terms.                                                                                                                                                                                                                |
| AR 341-10     | Official Mail.                                                                                                                                                                                                                                         |
| AR 415-31     | Basic Facilities and Space Allowances for Peace-time Missions at Army Installations.                                                                                                                                                                   |
| AR 420-22     | Preventive Maintenance.                                                                                                                                                                                                                                |
| AR 420-43     | Electrical Services.                                                                                                                                                                                                                                   |
| AR 420-70     | Buildings and Structures.                                                                                                                                                                                                                              |
| AR 420-90     | Fire Prevention and Protection.                                                                                                                                                                                                                        |
| AR 600-200    | Enlisted Personnel Management System.                                                                                                                                                                                                                  |
| AR 600-332    | Restoration of Military Prisoners Sentenced to Confinement and Discharge.                                                                                                                                                                              |
| AR 608-50     | Legal Assistance.                                                                                                                                                                                                                                      |
| AR 611-201    | Personnel Selection and Classification—Manual of Enlisted Military Occupational Specialties.                                                                                                                                                           |
| AR 633-5      | Prisoners—General Provisions.                                                                                                                                                                                                                          |
| AR 633-10     | Mitigation, Remission, and Suspension of Sentences.                                                                                                                                                                                                    |
| AR 633-20     | Parole of Prisoners from United States Disciplinary Barracks.                                                                                                                                                                                          |
| AR 633-30     | Military Sentences to Confinement.                                                                                                                                                                                                                     |
| AR 635-208    | Discharge; Unfitness.                                                                                                                                                                                                                                  |
| AR 635-209    | Discharge; Unsuitability.                                                                                                                                                                                                                              |
| AR 670-5      | Male Personnel.                                                                                                                                                                                                                                        |
| AR 700-945    | Safeguarding Weapons and Ammunition.                                                                                                                                                                                                                   |
| AR 700-8400-1 | Issue and Sale of Personal Clothing.                                                                                                                                                                                                                   |

#### \*2. Field and Technical Manuals

|          |                                                                                                                       |
|----------|-----------------------------------------------------------------------------------------------------------------------|
| FM 19-5  | The Military Policeman.                                                                                               |
| FM 19-15 | Civil Disturbances and Disasters.                                                                                     |
| FM 21-5  | Military Training.                                                                                                    |
| FM 21-6  | Techniques of Military Instruction.                                                                                   |
| FM 21-30 | Military Symbols.                                                                                                     |
| FM 21-40 | Small Unit Procedures in Chemical, Biological, and Radiological (CBR) Operations.                                     |
| FM 21-41 | Soldier's Handbook for Chemical and Biological Operations and Nuclear Warfare.                                        |
| FM 21-48 | Chemical, Biological, and Radiological (CBR) Nuclear Defense Training Exercises.                                      |
| FM 22-5  | Drill and Ceremonies.                                                                                                 |
| FM 23-35 | Pistols and Revolvers.                                                                                                |
| FM 101-5 | Staff Officers' Field Manual; Staff Organization and Procedure.                                                       |
| TM 5-687 | Repairs and Utilities; Fire Protection Equipment and Appliances; Inspections, Operations, and Preventive Maintenance. |
| TM 8-241 | Army Social Work.                                                                                                     |
| TM 8-242 | Military Clinical Psychology.                                                                                         |

## **C1, FM 19-60**

|                         |                                                                                                    |
|-------------------------|----------------------------------------------------------------------------------------------------|
| TM 8-243                | Neuropsychiatric Specialist.                                                                       |
| TM 8-244                | Military Psychiatry.                                                                               |
| TM 8-246                | Army Social Work Handbook.                                                                         |
| TM 9-1005-<br>206-14P/2 | Operator, Organizational and Field Maintenance Repair Parts and Equipment for Commercial Shotguns. |
| TM 9-2117               | Winchester Riot Type Shotgun M12 and Stevens Riot Type Shotguns M520-30 and M620A.                 |
| TM 9-2205               | Fundamentals of Small Arms.                                                                        |

### **\*3. Training Films**

|            |                                                                                     |
|------------|-------------------------------------------------------------------------------------|
| TF 19-2273 | The Search.                                                                         |
| TF 19-2751 | Military Prisoners—Part I—Duties of Guards Within a Confinement Facility.           |
| TF 19-2752 | Military Prisoners—Part II—Duties of Prisoner Guard Outside a Confinement Facility. |
| TF 19-2753 | Military Prisoners—Part III—Movement of Military Prisoners.                         |
| TF 19-3004 | Military Prisoners—Part IV—Stockade Admission Procedures.                           |
| TF 19-3005 | Military Prisoners—Part V—Correctional Treatment.                                   |
| TF 19-3013 | Dividends of Discipline.                                                            |
| TF 19-3126 | Military Prisoners—Part VI—United States Disciplinary Barracks.                     |
| TF 19-3127 | Military Prisoners—Part VII—Which Road to Take?                                     |

### **\*4. Army Subject Schedules**

|                |                                      |
|----------------|--------------------------------------|
| ASubjScd 19-5  | Operation of Confinement Facilities. |
| ASubjScd 19-12 | Shotgun, Riot Type.                  |

### **5. DA Pamphlets**

|              |                                                                                                                                                             |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DA Pam 108-1 | Index of Army Motion Picture Filmstrips, Slides, Tapes and Phono-Recordings.                                                                                |
| DA Pam 310-1 | Military Publications: Index of Administrative Publications.                                                                                                |
| DA Pam 310-2 | Military Publications: Index of Blank Forms.                                                                                                                |
| DA Pam 310-3 | Military Publications: Index of Doctrinal, Training, and Organizational Publications.                                                                       |
| DA Pam 310-4 | Military Publications: Index of Technical Manuals, Technical Bulletins, Supply Manuals, Supply Bulletins, Lubrication Orders, and Modification Work Orders. |
| DA Pam 310-5 | Military Publications: Index of Graphic Training Aids and Devices.                                                                                          |

### **\*6. Tables of Organization and Equipment**

|             |                                                                                                               |
|-------------|---------------------------------------------------------------------------------------------------------------|
| TOE 19-316D | Headquarters and Headquarters Company, Military Police Battalion, Stockade or Rehabilitation Training Center. |
| TOE 19-500D | Military Police Service Organization.                                                                         |
| TOE 29-500D | Composite Service Organization.                                                                               |

### **\*7. Others**

Manual for Courts-Martial, United States, 1951, with United States Army 1959 Cumulative Pocket Part to the Manual for Courts-Martial, United States, 1951, with January 1963 Addendum to the Manual for Courts-Martial, United States, 1951, as changed. Joint Chiefs of Staff Publication 1, Dictionary of United States Military Terms for Joint Usage.

## APPENDIX II

### MANUAL OF ARMS FOR THE RIOT-TYPE SHOTGUN

The positions of the manual of arms for the riot-type shotgun are intended to provide a safe, efficient, and uniform manner of carrying and inspecting the shotgun.

#### 1. Port Arms

*a. Command.* The command is **PORT, ARMS**.

*b. Execution.* At the command, **ARMS**, place the shotgun diagonally across the body approximately 4 inches from it. The left hand, fingers joined, holds the action slide handle; the right hand, fingers joined, holds the small of the stock. The right arm is horizontal with the elbow against the body (fig. 15).

*c. Special Usage.* The position of port arms is assumed on the command, **FALL IN**.

#### 2. Inspection Arms

*a. Command.* The command is **INSPECTION, ARMS**.

*b. Execution.* Inspection arms is executed from the position of port arms and involves a four-count movement.

- (1) *Step 1.* At the command, **ARMS**, which is the first count, depress the action slide lock with the thumb of the right hand. With the left hand, push the action slide handle fully to the forward position, then pull it sharply to the rear opening the action (step 1, fig. 16).
- (2) *Step 2.* On the second count, elevate the shotgun until the rear of the action slide handle is at eye level. Rotate the shotgun approximately 90° to bring the trigger guard to the front, and visually inspect the chamber and receiver for clearance (step 2, fig. 16).
- (3) *Step 3.* On the third count, rotate the shotgun an additional 90°, depress the carrier with the right forefinger, and visually inspect the magazine for clearance (step 3, fig. 16).
- (4) *Step 4.* On the fourth count, return the shotgun smartly to the position of port arms, move the action slide handle fully to the forward position, and pull the

trigger with the forefinger of the right hand.

#### 3. Present Arms

*a. Command.* The command is **PRESENT, ARMS**.

*b. Execution.*

- (1) Present arms is executed from the position of port arms and involves a one-count movement.
- (2) At the command, **ARMS**, align the shotgun vertically with the center of the body. Hold the upper sling swivel at eye level, and keep the elbows against the body (fig. 17).

#### 4. Right Shoulder Arms

*a. Command.* The command is **RIGHT SHOULDER, ARMS**.

*b. Execution.* Right shoulder arms is executed from the position of port arms and involves a three-count movement.

- (1) *Step 1.* At the command, **ARMS**, which is the first count, grasp the butt of the shotgun with the right hand, placing the heel of the butt between the first two fingers.
- (2) *Step 2.* On the second count, release the left hand from the action slide handle, place it at the small of the stock, and use it to guide the shotgun to the right shoulder. Keep the left elbow against the body. The grasp of the right hand is unchanged. Keep the right forearm horizontal and the upper arm vertical and against the body.
- (3) *Step 3.* On the third count, move the left hand smartly to the side (fig. 18).

#### 5. Left Shoulder Arms

*a. Command.* The command is **LEFT SHOULDER, ARMS**.

*b. Execution.* Left shoulder arms is executed from the position of port arms and involves a two-count movement.

- (1) *Step 1.* At the command, **ARMS**, which

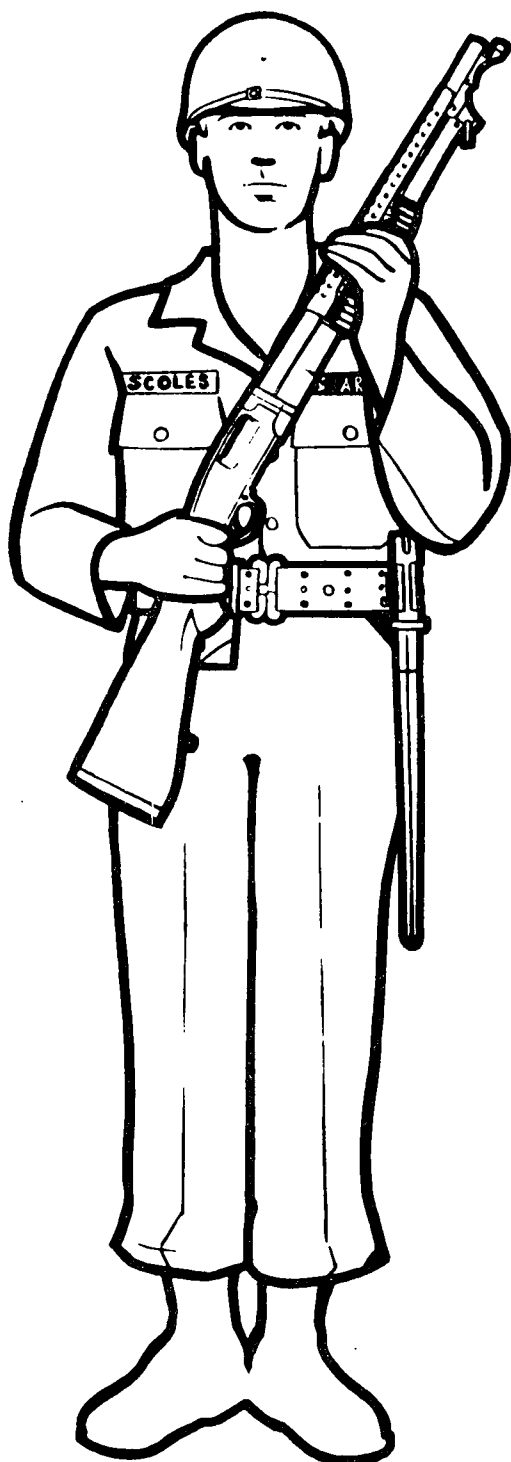
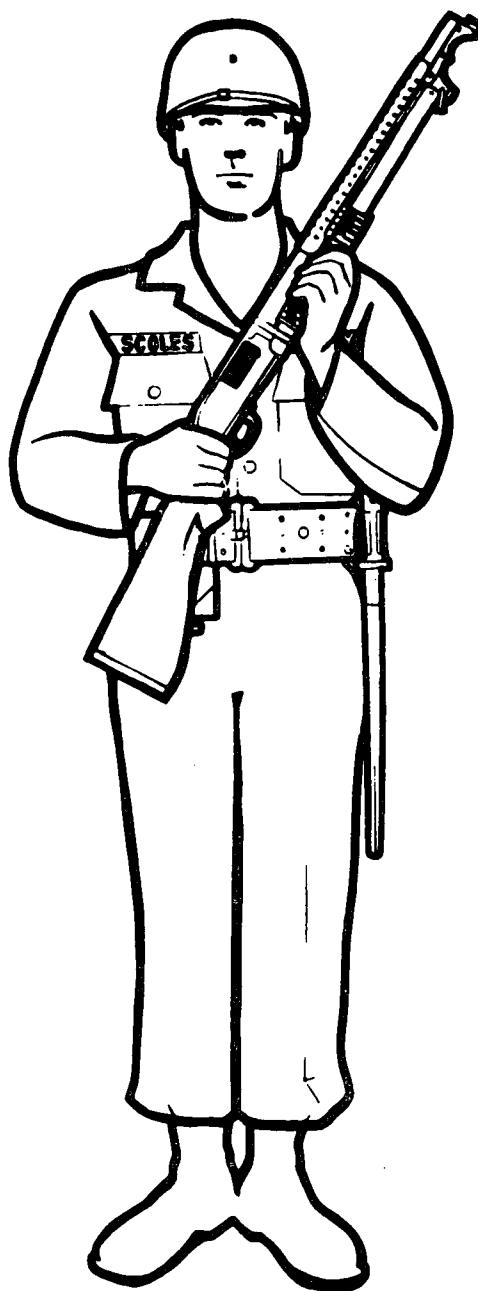


Figure 15. Port arms.

is the first count, place the shotgun on the left shoulder with the right hand.



Step 1.

Figure 16. Inspection arms.

Keep the right arm against the body. At the same time, release the action slide handle with the left hand and grasp the butt of the shotgun, placing the heel of the butt between the first two fingers of the left hand.



Step 2.

*Figure 16.—Continued.*



Step 3.

*Figure 16.—Continued.*

- (2) *Step 2.* On the second count, move the right hand smartly to the side (fig. 19).

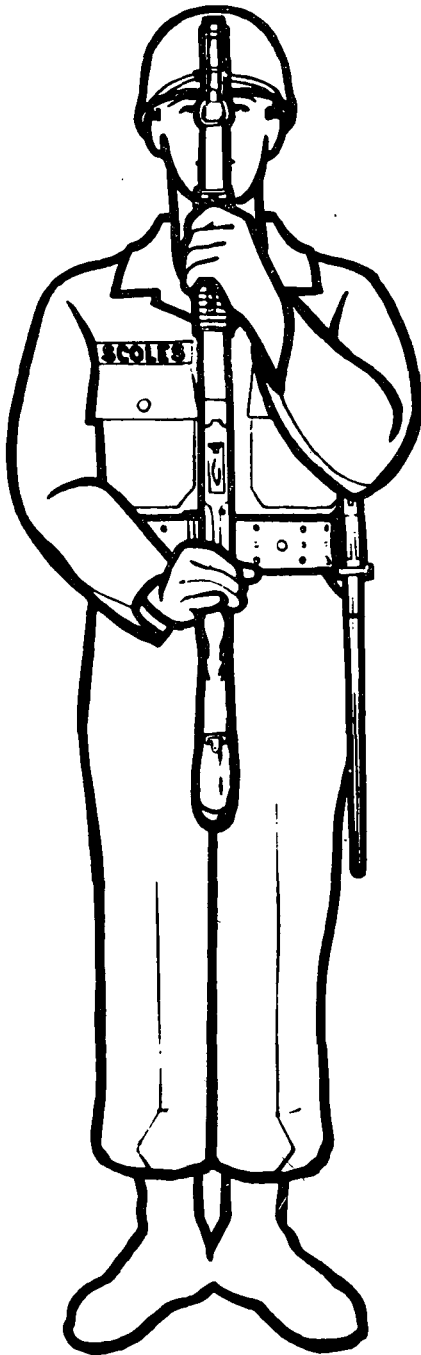


Figure 17. Present arms.

## 6. Right-Hip Carry

*a. Command.* The command is **RIGHT-HIP CARRY, ARMS**. This command is used only in teaching this position at a halt.

*b. Execution.*

(1) This movement is executed from the po-



Figure 18. Right shoulder arms.

sition of port arms. It is not executed in cadence.

(2) At the command, **ARMS**, place the butt of the shotgun on the top of the belt slightly forward of the right hip with the trigger guard to the left front and the muzzle up and inclined outward approximately 15°. Grasp the shotgun at the small of the stock with the right hand (fig. 20).



*Figure 19. Left shoulder arms.*

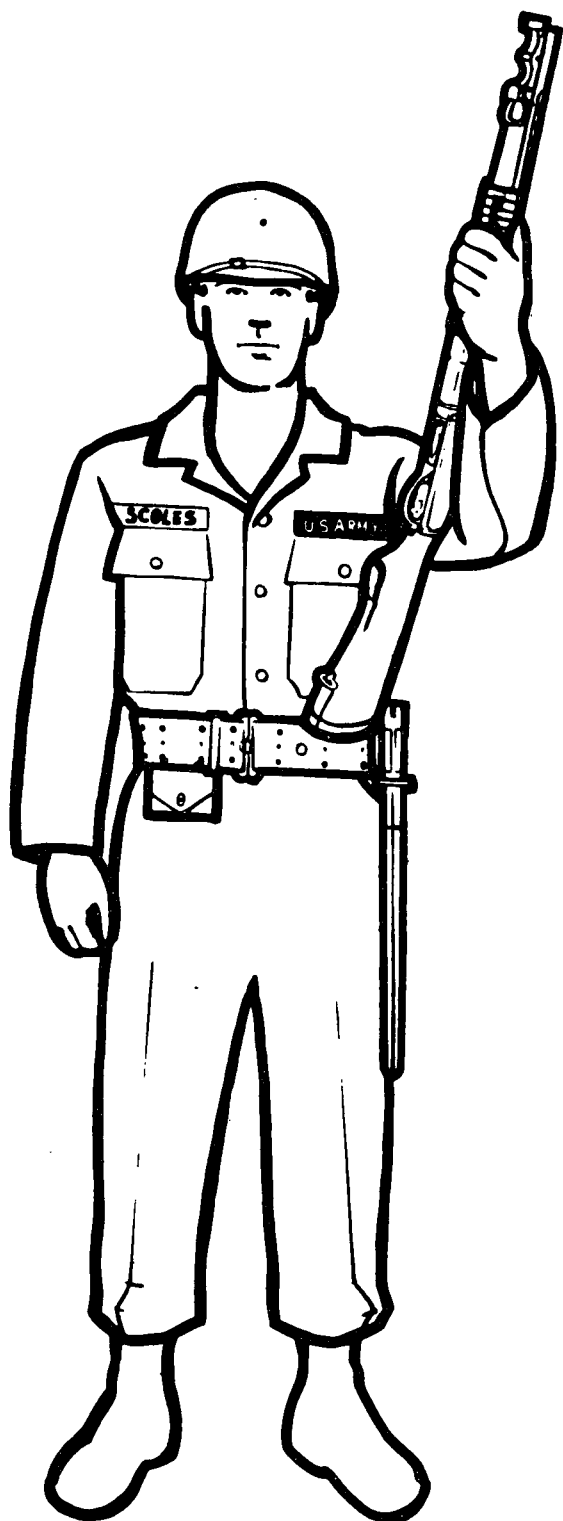
## **7. Left-Hip Carry**

*a. Command.* The command is **LEFT-HIP CARRY, ARMS**. This command is used only in teaching this position at a halt.

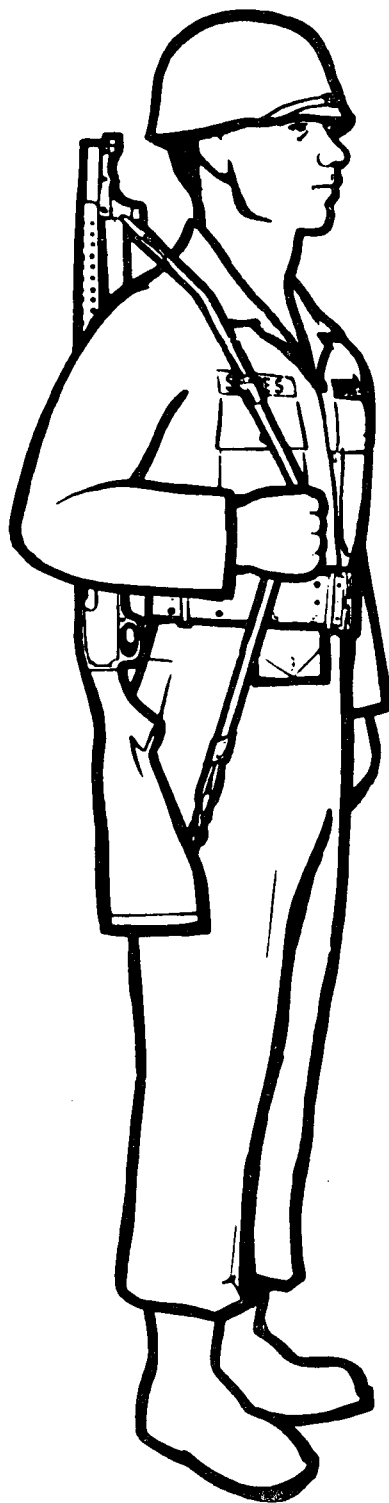


*Figure 20. Right-hip carry.*





*Figure 21. Left-hip carry.*



*Figure 22. Sling arms.*

*b. Execution.*

- (1) This movement is executed from the position of port arms. It is not executed in cadence.
- (2) At the command, **ARMS**, place the butt of the shotgun on top of the belt slightly forward of the left hip with the trigger guard to the right front and the muzzle up and inclined outward approximately 30°. Grasp the shotgun by the action slide handle with the left hand (fig. 21).

## 8. Sling Arms

*a. Command.* The command is **SLING, ARMS**.

*b. Execution.*

- (1) This movement is executed from the position of port arms. It is not executed in cadence.
- (2) At the command, **ARMS**, place the butt of the shotgun on the right hip, and cradle the shotgun in the crook of the right arm. Adjust the sling with both hands, and sling the shotgun on the right shoulder in the most convenient manner. Grasp the sling with the right hand, keep the right forearm horizontal, and hold the shotgun barrel in the vertical position (fig. 22).

## 9. Salute at Sling Arms

*a. Command.* The command is **PRESENT, ARMS**.

*b. Execution.*

- (1) On the command, **ARMS**, grasp the sling with the left hand to steady the shotgun. Keep the palm of the left hand to the rear and the left forearm horizontal. At the same time, release the sling with the right hand and execute the hand salute (fig. 23).
- (2) On the command, **ARMS**, of **ORDER, ARMS**, move the right hand smartly to the side, and resume the position of sling arms.

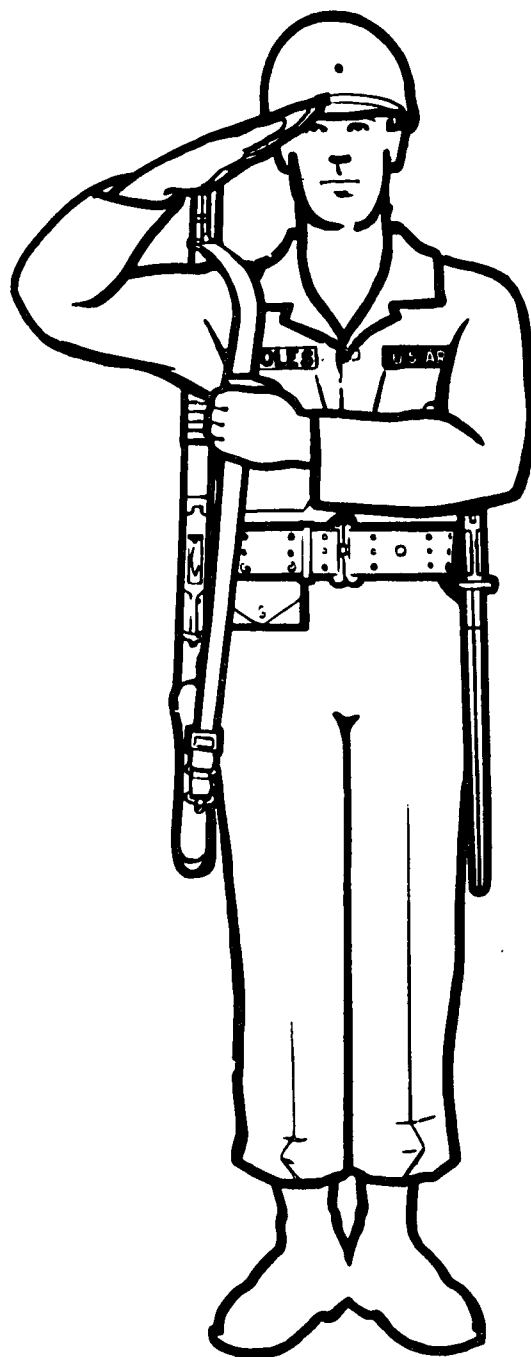


Figure 23. Salute at sling arms.



## APPENDIX III

## CALORIC VALUE GUIDE FOR USE WITH RESTRICTED DIETS

| Type or kind of food                                             | Weight or measurement | Caloric value |
|------------------------------------------------------------------|-----------------------|---------------|
| Asparagus, cooked w/seasoning                                    | ½ cup                 | 60            |
| Beans, dry, cooked                                               | ½ cup                 | 70            |
| Beans, string, cooked w/seasoning                                | ½ cup                 | 60            |
| Beets, cooked w/seasoning (fat)                                  | ½ cup                 | 35            |
| Biscuit                                                          | 1-2" diameter         | 70            |
| Bread, white                                                     | 1 slice               | 70            |
| Bread, whole wheat                                               | 1 slice               | 70            |
| Broccoli, cooked w/seasoning                                     | ½ cup                 | 60            |
| Brussel sprouts, cooked w/seasoning (butter, oleo, or other fat) | ½ cup                 | 60            |
| Cabbage, cooked w/seasoning                                      | ½ cup                 | 60            |
| Cabbage, raw                                                     | 1 cup                 | 20            |
| Carrots, cooked w/seasoning (fat)                                | ½ cup                 | 35            |
| Cauliflower, cooked w/seasoning                                  | ½ cup                 | 60            |
| Celery, cooked w/seasoning                                       | ½ cup                 | 60            |
| Celery, raw                                                      | 1 cup                 | 20            |
| Cereal, cooked                                                   | ½ cup                 | 70            |
| Cereal, dry (flakes or puffed)                                   | ¾ cup                 | 70            |
| Chard, cooked w/seasoning                                        | ½ cup                 | 60            |
| Corn, w/butter or oleo                                           | ½ cup                 | 105           |
| Cornbread                                                        | 1-1½" cube            | 70            |
| Crackers, saltines                                               | 5-2" square           | 70            |
| Cucumbers, raw                                                   | 1 cup                 | 20            |
| Eggplant, cooked w/seasoning                                     | ½ cup                 | 60            |
| Flour                                                            | 2½ tbsp               | 70            |
| Greens, leafy, cooked w/seasoning                                | ½ cup                 | 60            |
| Lettuce, raw                                                     | 1 cup                 | 20            |

| Type or kind of food                            | Weight or measurement | Caloric value |
|-------------------------------------------------|-----------------------|---------------|
| Onions, cooked w/seasoning (fat)                | ½ cup                 | 35            |
| Peas, dry, cooked                               | ½ cup                 | 70            |
| Peas, green, cooked w/seasoning (fat)           | ½ cup                 | 35            |
| Peppers, green, raw                             | ¼ cup                 | 5             |
| Potatoes, creamed                               | ½ cup                 | 116           |
| Potatoes, french fried, 2" x ½" x ¼"            | 10 pieces             | 200           |
| Potatoes, hash brown                            | ½ cup                 | 240           |
| Potatoes, mashed w/milk and butter              | ½ cup                 | 125           |
| Potatoes, white, baked or boiled (no fat added) | 1-2" diameter         | 70            |
| Radishes, raw, sliced                           | 1 cup                 | 20            |
| Rice-grits, cooked                              | ½ cup                 | 70            |
| Rutabagas, cooked w/seasoning (fat)             | ½ cup                 | 35            |
| Rye bread                                       | 1 slice               | 70            |
| Spaghetti-noodles, cooked                       | ½ cup                 | 70            |
| Spinach, cooked w/seasoning                     | ½ cup                 | 60            |
| Squash, summer, cooked w/seasoning              | ½ cup                 | 60            |
| Squash, winter, cooked w/seasoning (fat)        | ½ cup                 | 35            |
| Tomatoes, cooked w/seasoning                    | ½ cup                 | 60            |
| Tomatoes, raw                                   | 1 cup                 | 20            |
| Turnips, cooked w/seasoning (fat)               | ½ cup                 | 35            |

# ★APPENDIX IV

## SUGGESTED TRAINING PROGRAM FOR CONFINEMENT PERSONNEL

*Note.* This suggested program is general in nature, and should be adapted to the particular training situation based on needs, previous training of personnel, and other factors.

The assistance of specialists should be solicited in the preparation and presentation of instruction in their specific fields.

| Subject                                                        | References                                                                                                                         | Scope                                                                                                                             | Hours of instruction |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>MILITARY POLICE AND CONFINEMENT</b>                         |                                                                                                                                    |                                                                                                                                   |                      |
| History of Penal Treatment, and the Army Correctional Program. | AR 210-181;<br>AR 210-170;<br><i>Handbook of Correctional Design and Construction;</i><br><i>Manual of Correctional Standards.</i> | History of penal treatment from early days to the present; the philosophy and purpose of the Army Correctional Program.           | 2                    |
| Places of Confinement.                                         | AR 210-181;<br>AR 633-5;<br>AR 633-45;<br>FM 19-60.                                                                                | Places used by the Army for confinement and criteria necessary to confine military personnel in each type.                        | 1                    |
| Military Offenses.                                             | MCM 1951                                                                                                                           | Review of the elements of the more common offenses under the UCMJ.                                                                | 2                    |
| Military Restraints.                                           | MCM 1951;<br>FM 19-5.                                                                                                              | Various types of restraint, including correctional custody, arrest, apprehension, and confinement, and the legal aspects of each. | 2                    |
| Custody and Control.                                           | AR 210-175;<br>AR 210-181;<br>AR 633-5;<br>FM 19-60.                                                                               | Methods and procedures of maintaining custody and control, including disciplinary measures.                                       | 6                    |
| Duties of Custodial Personnel.                                 | AR 210-181;<br>AR 633-5;<br>FM 19-60;<br>TOE 19-500;<br>TF 19-2751;<br>TF 19-2752.                                                 | Command and staff responsibilities. Qualifications, training and duties of custodial personnel.                                   | 3                    |
| Stockade Administration.                                       | AR 210-181;<br>AR 633-5;<br>FM 19-60;<br>TF 19-3004.                                                                               | Organization, management, and operation of a U.S. Army Stockade.                                                                  | 2                    |
| Stockade Records and Forms.                                    | AR 210-181;<br>FM 19-60.                                                                                                           | Records and forms used in stockade administration and operations.                                                                 | 4                    |
| Admission Procedures.                                          | AR 210-181;<br>AR 633-5;<br>FM 19-60;<br>TF 19-3004.                                                                               | Admission and initial processing of a prisoner.                                                                                   | 4                    |
| Computing a Prisoner's Sentence.                               | AR 633-30;<br>FM 19-60.                                                                                                            | Method of computing a prisoner's good conduct time, forfeitures, and release date.                                                | 4                    |

| Subject                                   | References                                                                                      | Scope                                                                                                                    | Hours of instruction |
|-------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------|
| Techniques of Taking Fingerprints.        | TB PMG 7;<br>GTA 19-3-1;<br>FS 19-9.                                                            | Techniques of taking fingerprints for record purposes.                                                                   | 2                    |
| Military Prisoners.                       | AR 210-181;<br>AR 633-5;<br>FM 19-60.                                                           | Prisoner types, status, categories, custody grades, and segregation procedures                                           | 2                    |
| Personal Property and Funds of Prisoners. | AR 210-174;<br>AR 210-181;<br>AR 633-5;<br>FM 19-60.                                            | Procedures for the accounting and safe-guarding of prisoner's personal property and funds.                               | 4                    |
| Transfer Procedures.                      | AR 633-5;<br>FM 19-60;<br>TF 19-2753.                                                           | Procedures for transfer from one facility to another. Functions and duties of custodial personnel.                       | 2                    |
| Release Procedures.                       | AR 32-96;<br>AR 210-181;<br>AR 633-5;<br>AR 635-200;<br>FM 19-60.                               | Authority, reasons, and requirements for release of prisoners. Practical exercise using necessary forms for release.     | 2                    |
| Employment and Training.                  | AR 210-181;<br>AR 633-5;<br>FM 19-60;<br>TF 19-3127.                                            | Planning, preparation, and supervision of an employment and training program at a stockade.                              | 6                    |
| Recreation and Welfare Activities.        | AR 230-10;<br>AR 633-5;<br>FM 19-60.                                                            | Activities and special services provided for prisoners.                                                                  | 1                    |
| Problem Prisoners.                        | AR 210-181;<br>AR 635-89;<br>TB PMG 24;<br>TF 19-3005.                                          | Types of problem prisoners, special supervision, segregation, and utilization.                                           | 2                    |
| Narcotics and Contraband.                 | AR 210-181;<br>TB PMG 1;<br>TB PMG 8;<br>TB PMG 13;<br><i>Manual of Correctional Standards.</i> | Symptoms and effects of use of narcotics. Recognition, detection, and control of narcotics and contraband.               | 4                    |
| Emergency Planning.                       | AR 210-175;<br>AR 210-181;<br>AR 420-70;<br>AR 420-90.                                          | Planning for emergencies and principles for employment during disorders, fires, escapes, and other emergency situations. | 4                    |
| First Aid                                 | FM 21-11                                                                                        | First aid procedures in cases of burns, fractures, and wounds.                                                           | 5                    |
| Riot Control Plans and Procedures.        | AR 210-175;<br>AR 210-181;<br>FM 19-15;<br>FM 19-60;<br>TF 19-1701;<br>TF 19-3331.              | Causes of riots and disorders. Formulation and publication of plans and procedures for their control.                    | 4                    |
| Riot Control Formations.                  | FM 19-15;<br>FM 19-60;<br>GF 19-30.                                                             | Instruction and practical exercises in riot control formations and procedures.                                           | 6                    |
| Use of Riot Control Agents.               | FM 19-15;<br>FM 21-41;<br>FM 21-48;<br>FM 23-30;<br>TM 3-240;<br>FB 19-212.                     | Instruction and practical exercises in the use of riot control agents.                                                   | 3                    |

| Subject             | References                                         | Scope                                                                     | Hours of instruction |
|---------------------|----------------------------------------------------|---------------------------------------------------------------------------|----------------------|
| Masking Procedures. | FM 21-40;<br>FM 21-48.                             | Instruction and practical exercises in donning the field protective mask. | 1                    |
| Unarmed Defense.    | FM 19-5;<br>FM 21-150;<br>TF 19-1634;<br>GTA 19-3. | Defense against attacks and holds.<br>Throws, escapes, and come-alongs.   | 12                   |
|                     |                                                    |                                                                           | 90 hours             |

## INTRODUCTION TO PSYCHOLOGY AND SOCIOLOGY

|                           |                                                               |                                                                                                                                 |   |
|---------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---|
| Psychology and Sociology. | Fichter;<br>Sutherland,<br>Woodward,<br>and Maxwell;<br>Ruch. | A definition of the scopes of psychology and sociology, explaining how the study of each aids in understanding man and society. | 2 |
|---------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---|

## SOCIOLOGY

|                                      |                                                      |                                                                                                                                                                                             |   |
|--------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Personality .....                    | Fichter;<br>Sutherland,<br>Woodward,<br>and Maxwell. | Personality as affected by culture, social roles, and organization of society.                                                                                                              | 3 |
| Social Groups .....                  | Fichter;<br>Sutherland,<br>Woodward,<br>and Maxwell. | Primary and secondary groups as settings for social interaction and development; discussion of clubs, gangs, pressure groups.                                                               | 4 |
| Social Institutions.                 | Fichter;<br>Sutherland,<br>Woodward,<br>and Maxwell. | Role of the family, education, economic, and political systems, religion and recreation in shaping human behavioral patterns, roles, and relationships characteristic of American society.  | 3 |
| Social Problems and Social Controls. | Fichter;<br>Sutherland,<br>Woodward,<br>and Maxwell. | Social controls and resistance to them, areas of deviant and abnormal conditions affecting society; family disintegration, racial and ethnic conflicts, poverty, juvenile delinquency, etc. | 3 |

## PSYCHOLOGY

|                            |               |                                                                                                                                                         |   |
|----------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Basic Personality Concepts | Coleman ..... | Definition of personality; the role of heredity and environment; personality traits and types.                                                          | 2 |
| Motivation .....           | Coleman ..... | Motivation as an essential element of behavior; biological needs and drives; derived and secondary needs; the social-cultural determinants of behavior. | 4 |
| Learning .....             | Coleman ..... | Basic concepts and principles of learning; social learning in the home and community.                                                                   | 2 |
| Adolescence .....          | Coleman ..... | Physiological and emotional characteristics of adolescence; de-                                                                                         | 2 |

| Subject                                         | References         | Scope                                                                                                                                                | Hours of instruction |
|-------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Dependency and Depression.                      | Coleman .....      | velopment of identity; cultural influences and conflicts. Reactions of dependency and depression, and their implication for personality development. | 2                    |
| Hostility and Rejection.                        | Coleman; PMF 5142. | The bases for reactions of hostility and rejection and their implications for personality development.                                               | 2                    |
| Anxiety .....                                   | Coleman .....      | The manifestations of anxiety, and the relationships of tensions to behavior.                                                                        | 2                    |
| Frustration .....                               | Coleman .....      | Sources of frustration and the disorganizing effects of severe, chronic experiences of frustration. Implications of effects on behavior.             | 2                    |
| Defense Mechanisms.                             | Coleman .....      | Defense mechanisms and their relationship to various nonsocial groups.                                                                               | 2                    |
| Problems of Adjustment to the Military Service. | TF 8-2125 .....    | Personal problems of adjustment to the military service, and the mental hygiene principles involved.                                                 | 2                    |
|                                                 |                    |                                                                                                                                                      | <u>37 hours</u>      |

## SOCIAL WORK PROCEDURES

|                                 |                                                   |                                                                        |                |
|---------------------------------|---------------------------------------------------|------------------------------------------------------------------------|----------------|
| Military Social Work.           | AR 40-22;<br>AR 40-216;<br>TM 8-241;<br>FM 19-60. | Mission and duties of the military social work officer and specialist. | 2              |
| Human Behavior and Social Work. | TM 8-246;<br>Hamilton;<br>Perlman;<br>FM 19-60.   | A study of attitudes and behavior as illustrated by case materials.    | 2              |
|                                 |                                                   |                                                                        | <u>4 hours</u> |

## PRISONER COUNSELING AND INTERVIEWING

|                      |                                                                               |                                                                                                                                                                                                                    |                |
|----------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Prisoner Counseling. | Johnson, Steffire, Edelfelt; Rogers; Sutherland, Woodward, Maxwell; FM 19-60. | Definition of counseling, reasons for counseling, types of counseling, attributes of good counselors, utilization of counseling in the post stockade, development of custodial personnel as counselors, referrals. | 6              |
| Interviewing .....   | AR 345-20; TM 8-246; Garrett.                                                 | The beginning, middle and termination phases of the interview; procedures; techniques; relationships and attitudes; seeing problems and solutions; demonstrations and practical exercises in all phases.           | 3              |
|                      |                                                                               |                                                                                                                                                                                                                    | <u>9 hours</u> |
| Total .....          |                                                                               |                                                                                                                                                                                                                    | 140 hours      |



## GLOSSARY

**Adjudged prisoner**—An enlisted military person in confinement pursuant to sentence by a court-martial which, as approved by the convening authority, includes confinement which has not been ordered executed and is awaiting completion of appellate review (AR 210-181).

**Casual prisoner**—A prisoner who is held in custody pending disposition instructions from other commands or, if disposition instructions have been received, is awaiting transfer to a designated confinement facility (AR 210-181).

**Classification**—The evaluation of individual prisoners to determine custody grade, employment, training, and other correctional treatment requirements.

**Confinement facility**—A stockade, hospitalized prisoners ward, rehabilitation training center, disciplinary barracks, or other Army place of confinement (AR 633-5).

**Confinement officer**—The officer assigned to a stockade and charged with the custody, control, correctional treatment, and administration of prisoners.

**Correctional treatment**—A plan of custody, employment, training, and treatment adapted to the needs of the individual prisoner.

**Detained prisoner**—An enlisted military person held at an installation confinement facility awaiting—

- a. Filing of charges.
- b. Disposition of charges.
- c. Trial by court-martial.
- d. Action of the convening authority of the court-martial which has tried the prisoner (AR 210-181).

**Escaped prisoner**—A prisoner who has cast off the restraint of confinement before he has been set at liberty by proper authority.

**Field stockade**—Any area or facility so designated which is under the jurisdiction of a division, corps, field army, or communications zone commander in the field used for the confinement of military prisoners (AR 210-181).

**Hospitalized prisoners ward**—The hospital ward in which prisoners who require hospital treatment are confined pending completion of such treatment. (AR 633-5 and AR 320-5).

**Initial custody classification**—The initial assignment of a custody grade to a prisoner which is based upon a comprehensive evaluation.

**Officer prisoner**—A commissioned or warrant officer of the military services on active duty as a commissioned officer or warrant officer who is confined in a military confinement facility (AR 210-181).

**Punitive discharge**—A bad conduct discharge or dishonorable discharge from the Army.

**Punitive discharge prisoner**—A prisoner whose sentence as initially promulgated, regardless of whether the sentence has been ordered executed, includes confinement and punitive discharge (suspended or executed), confinement and dismissal, or death.

**Shakedown**—The systematic examination of inanimate objects, such as vehicles and buildings, for the purpose of detecting unauthorized articles.

**Temporary custody classification**—The assignment of a temporary custody grade immediately following a prisoner's admission to a confinement facility.

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BY ORDER OF THE SECRETARY OF THE ARMY:

G. H. DECKER,  
*General, United States Army,*  
*Chief of Staff.*

Official:

J. C. LAMBERT,  
*Major General, United States Army,*  
*The Adjutant General.*

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For explanation of abbreviations used, see AR 320-50.